

LINDEN LANES SCHOOL HANDBOOK

Phone: (204) 729-3260

e-mail: lindenlanes@bsd.ca
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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 everyone 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 intelligence is recognized and fostered.
  - when the learner has input and ownership.
  - because 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.

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 e.g.: extracurricular activities.

During the school day, **the main entrance will be the only entrance for visitors and families.** When you arrive, please ring the doorbell and wait to be welcomed into the school. Once inside, visitors will check in at the office before proceeding further into the building. In addition, someone at the office may ask the person at the door to identify themselves. If we have not received communication from parents or guardians, and/or the person is not on the school contact list, we will need to ask further questions before individuals can enter the school. These measures are being put in place to help us strengthen the safety and security of our students, staff, and visitors.

What We Ask from Our Families

We know that even small changes to routines can take some getting used to. We appreciate your patience and cooperation as everyone becomes familiar with the new procedures.
Please remember:

- **Parents and guardians:** Please use the main entrance, ring the doorbell to enter, and check in at the office.
- Please avoid using other exterior doors for entry or exit during the school day.
- **Students:** Students should continue to use their assigned doors for regular arrival and departure in the morning, at lunch, and after school.
- Students arriving at **9:00 a.m. or 12:55 p.m.** will need to use the front doors. Staff will continue to be present during arrival and dismissal times to help ensure students are safe.
- **Early pick-up:** If your child needs to leave early, please let your child's teacher or the school office know. Your child will wait in the front foyer until you arrive.
- **Very cold weather:** When the temperature is **colder than -27°C**, students will be allowed into designated waiting areas before the bell.

Athletic Events & YMCA Access

- We want to make sure that our after-school programs continue to run smoothly.
- For **after-school athletic events**, the gym doors will continue to be used. Parents and spectators should ring the doorbell labelled **"Gym."** An adult will come to assist you and direct you to the gym area.
- For **YMCA drop-off and pick-up**, the gym doors will also continue to be used. Parents and guardians should ring the doorbell labelled **"YMCA,"** and a YMCA worker will come to assist you in this area.

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.

Expected behaviors are taught and reinforced through:

- 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 behaviors. Therefore, consequences will be assigned depending on the seriousness and nature of the behavior, 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
- Withdrawal from classroom setting (activate intervention team when needed)
- Removal of privileges/withdrawal from activities
- Restitution
- Behavioral/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:

Assaultive Behavior

- Threats (physical, verbal or written)
- Racism
- Harassment
- Weapons
- Bullying/Cyber bullying
- Gang Involvement

Use of or Possession of Drugs & Alcohol

- Drugs
- Alcohol
- Substance sniffing

Inappropriate Behavior

- Theft
- Vandalism
- Non-compliance
- Racism
- Harassment
- Personation
- Weapons
- Gang Involvement
- Inappropriate use of Communication technology
- Smoking/Vaping

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.

LINDEN LANES LEOPARDS

R Responsible	• For their actions and choices • For contributing to a safe learning environment
O Open Minded	• To be willing to try new things • To work as a team • To have a positive attitude
A Active Learners	• Are focused and engaged • Participate • Are Persistent
R Respectful Role Models	• Show respect for others and our environment • Are honest and kind

Brandon School Division Dress Code

The key message of this policy is 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.
- 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.

Attendance / Call Back Program



We ask that parents provide a **note** or **phone call** when your child is 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 Attendance Line at 729-3260 and press 1 by 8:50 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 School Messenger 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 it occurs.

Communication

The school will send bulletins/memos through School Messenger and in print form as necessary. **Important dates and information will also be displayed on our school website @** (http://www.bsd.ca/schools/lindenlanes).

Conferences are held in November and March. Please use front doors only to enter the school. 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 sent out through School Messenger. Everyone is encouraged to attend.

Volunteers

All volunteers in BSD must complete the following prior to volunteering in our schools:

Respect in School/Respect in Sport - Volunteers who are in schools for a consistent amount of time must be certified in Respect in School. Certification is valid for four (4) years from the date completed and must be renewed once expired.
Volunteer coaches are required to be certified in Respect in Sport. Certification is valid for five (5) years from the date completed and must be renewed once expired.
These documents are to be provided to the school(s) in which you are volunteering under.

Child Abuse Registry Check - Applications for Child Abuse Registry Check must be submitted through the school office to be exempt from the fee. Two pieces of ID will need to be presented to be verified by a School Administrative Assistant or other staff member who will then sign the form and submit it on your behalf. Child Abuse Registry Checks are received back to the school office within 4-6 weeks, where they are kept on file.

Criminal Record Check - Obtain a completed "Volunteer Criminal Record Check Request Form" from your school office. Volunteers who reside within the City of Brandon, are to contact the Brandon Police Service at 204-729-2345 to make an in-person appointment. Volunteers who reside outside of the City of Brandon contact their local RCMP Office.
When volunteers receive their completed Criminal Record Check back, the original document is to be provided to the school office to make a verified copy to be kept on file.

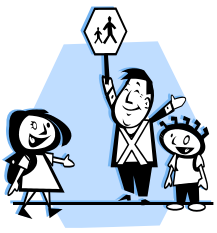
Please see Appendix A for BSD Volunteer Brochure.

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.

School Patrols



Grades 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.

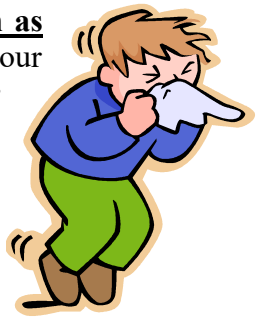
Patrol times: 8:35 - 8:50 A.M. **12:30 -12:45 P.M.**
11:45 -11:55 A.M. **3:30 - 3:40 P.M.**

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.

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 your 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****

Student Support Services

Resource Program - A wide range of differences in abilities and interests exist in children. The resource teacher helps classroom teachers to develop appropriate learning opportunities so that all students are taught in a way that allows them to be successful and interested in learning. Individual Education Plans (IEP's) are developed for children with special needs. The services of a Divisional psychologist, social worker, and speech and language pathologist are also available.

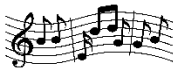
Student Support Services

Our Student Support Services Department is based in the Brandon School Division Office. Our team consists of a speech therapist, social worker, occupational therapist, physiotherapist, and a psychologist who 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 578-2500 (Public Health) for more information.

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 basketball, 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/or emailed through school messenger.

LitLift

Our LitLift Teacher delivers the Literacy 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 angela.forsythe@ybrandon.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) or go to their website, go to Programs and scroll down to Childcare Before and After School Program Waitlist. YMCA Brandon

Lost & Found

A box is 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.

Rental of School Facilities

Our facilities may be rented by outside groups. Call the City of Brandon Recreation Department (729-2150). Custodial staff must be paid while the facilities are in use.



Bicycles

Any bikes at school should be locked and their serial number recorded at home. Bikes are not to be ridden on school property. The school carries no responsibility for damaged or missing bicycles. Students choosing to ride a bike should wear a helmet.
All students must walk their bikes when crossing the crosswalk.



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 (e.g. illness). "Play arrangements" should be made prior to school. **Cell phone use or any device with texting features is NOT permitted during school hours.**



Accessibility in Brandon School Division

Brandon School Division (BSD) is committed to fostering an inclusive and barrier-free environment for all students, families, staff, and visitors. This commitment is grounded in the Accessibility for Manitobans Act (AMA), which helps guide the removal and prevention of barriers for people with disabilities.

What Accessibility Means at BSD

- We recognize diversity in abilities and strive to ensure everyone can fully participate in programs, services, and facilities.
- We follow key accessibility standards outlined by the Manitoba government, including:
    - Accessible Customer Service
    - Accessible Employment
    - Accessible Information & Communication
    - Accessible Transportation
    - Accessible Design of Outdoor Public Spaces
- Our schools and facilities are designed to be accessible and welcoming for all.

Accessibility Supports

If you need information, services, or materials in an accessible format (for example: large print, alternate digital format, or communication support), you can request assistance by:

1. Online: Complete the BSD Accessibility Request Form.
2. Email: info@bsd.ca with your contact information, and describe the accessible service, format or support you need.
3. Phone: Call the Office of Communications at 204-729-0388.
4. In Person: Visit one of our facilities and speak with staff for assistance.

We will respond as quickly as possible and provide accessible formats at no extra charge.

Feedback and Continuous Improvement

We welcome feedback about accessibility and use it to improve services and reduce barriers. Feedback can be submitted by:

1. Online: Complete the BSD Accessibility Feedback Form.
2. Email: info@bsd.ca with your name, contact information, and details regarding the feedback.
3. Phone: Call the Office of Communications at 204-729-0388.
4. In Person: Visit one of our facilities and speak with staff for assistance.

Accessibility Planning

- The Division has a multi-year Accessibility Plan that outlines ongoing efforts to improve access across all facilities.
- The Division also maintains various Administrative Procedures aimed at supporting fair and accessible access for all community members.

If you have any questions or concerns regarding accessibility within Brandon School Division, contact us:

Brandon School Division
1031 – 6th Street, Brandon, MB R7A 4K5
Phone: 204-729-0388 | Email: info@bsd.ca



Appendix A

Please Note:

An updated CARC/CRC may not be required for:

- Individuals who have been actively volunteering for consecutive school years.
- Individuals who present original documents performed by another agency or organization within the preceding four (4) months.
- Individuals who conduct classroom presentations with a teacher present.
- Active Brandon School Division employees.

In all circumstances, original documents must be inspected, and certified copies filed with the school in which you are volunteering at. For more information about volunteering in Brandon School Division, contact your neighbourhood school!



About Us:

There are 24 schools in the Brandon School Division, 21 of which are located within the City of Brandon. The Brandon School Division boundary extends beyond the boundaries of the City of Brandon and includes parts of the municipalities of Cornwallis, Riverdale, Elton, Oakland-Wawanesa, North Cypress-Langford, Glenboro-South Cypress and Whitehead as well as Canadian Forces Base Shilo.

Brandon School Division believes in the abilities, talents, and ambitions of each student. Through our Mission we are dedicated to each student's holistic achievement, growth and development.

Our individual and collective efforts are focused on vital goals to engage ALL students in their learning. We emphasize that each student's learning and achievement matters.

For more information about volunteering in Brandon School Division, contact your neighbourhood school!

Brandon School Division
1031 - 6th Street, Brandon, MB R7A 4K5
Phone: 204-729-3100
Email: info@bsd.ca

This publication is available in other formats upon request. Email: info@bsd.ca

BECOME A VOLUNTEER!



BRANDON SCHOOL DIVISION
1031 - 6th Street Brandon, MB R7A 4K5
Phone: 204-729-3100 Email: info@bsd.ca

REQUIRED CERTIFICATION & RECORD CHECKS
(CERTIFIED COPIES TO BE KEPT ON FILE AT SCHOOL OFFICE)





Respect In School/Respect in Sport

- Respect in School / Respect in Sport:
- Volunteers who are in schools for a consistent amount of time must be certified in Respect in School. Certification is valid for four (4) years from the date completed and must be renewed once expired.
- Volunteer coaches are required to be certified in Respect in Sport. Certification is valid for five (5) years from the date completed and must be renewed once expired.
- These documents are to be provided to the school(s) in which you are volunteering under.

Brandon School Division welcomes volunteers in all of our schools. Effective September 2022, all volunteers in BSD must complete the required certification prior to volunteering in our schools.

Child Abuse Registry Check

- Applications for Child Abuse Registry Check must be submitted through the school office to be exempt from the fee.
- Obtain a "Volunteer Child Abuse Registry Check Application Form" from your school office. Complete the following sections in the presence of a School Administrative Assistant or other staff member.
  - Part 1: Date and Signature
  - Part 2: Section B-1 through to B-7
  - Part 3: Print Full Name
- Two pieces of ID will need to be presented to be verified by a School Administrative Assistant or other staff member who will then sign the form and submit it on your behalf.
- Child Abuse Registry Checks are received back to the school office within 4-6 weeks, where they are kept on file.



Criminal Record Check

- Obtain a completed "Volunteer Criminal Record Check Request Form" from your school office.
- Volunteers who reside within the City of Brandon, are to contact the Brandon Police Service at 204-729-2345 to make an in-person appointment.
- Volunteers who reside outside of the City of Brandon contact their local RCMP Office.
- Two pieces of ID will need to be presented, one being photo ID.
- Applications for Criminal Record Check must indicate volunteering in Brandon School Division and Vulnerable Sector check is required.
- Brandon Police Service requires payment at the time of application for fees and costs associated with fingerprinting.
- Original receipts may be submitted to the school office for reimbursement.
- When volunteers receive their completed Criminal Record Check back, the original document is to be provided to the school office to make a verified copy to be kept on file.