KLEEFELD SCHOOL

K-8 PARENT & STUDENT HANDBOOK

2016-17



**Welcome to Kleefeld School!**

We are all very excited for this school year to begin. The staff have been working hard to get ready, the floors are clean and shiny and we are ready for the learning to begin.

At Kleefeld School we are a community of learners, and everything we do strives to accomplish that goal. Our mission statement reads: *KLEEFELD SCHOOL: BUILDING A FOUNDATION FOR OUR STUDENTS TO BECOME CONFIDENT, COMPETENT, SOCIALLY RESPONSIBLE INDIVIDUALS.*

We look forward to working together as a team: the student, the parent, and the school, to ensure that we all work and learn to the maximum of our abilities to prepare for an awesome future.

 TELEPHONE: 204.377.4751 FAX: 204.377.4545

 E-MAIL Kleefeld@hsd.ca WEBSITE <http://.kleefeld.hsd.ca>

 GRADES K-8 POPULATION: 357 students

**2016-2017 STAFFING**

Gloria Dueck Kindergarten Jocelyne Schellenberg Kindergarten (PM)

Judi Peterson Grade 1 Robyn Isaac Grade 1

Alice Schellenberg Grade 2 Julie MacKenzie Grade 2

Jacquie Neufeld Grade 3 Maneesha Manuel Grade 3

Brian Hildebrand Grade 4 Tawnya Klinkhammer Grade 4

Stephanie Reimer Grade 5 Constance Faucher Grade 5/6

Sonja Durhack Grade 6

Brad Peters Grade 7 Joslyn Kurbatoff Grade 7

Mary Anne Kroeker Grade 8 Megan Strutt Grade 8

Beth Hiebert Grade 1-6 Music / 7-8 Band

Tyler Shields K-8 Phys. Ed., Health

Kathy Wiens Resource Christine Friesen School Counselor

Jerlene Dueck Administrative Assistant

Susan Wahlstrom Administrative Assistant

Deanna Kroeker Librarian

Colleen Zacharias E.A. Kathy Friesen E.A.

Lisa Hiebert E.A. Josie Bunn E.A.

Melanie Janzen E.A. Paula Schettler E.A.

Melinda Doerksen E.A. Irma Friesen E.A.

Angie Johnston E.A. Amy Braun E.A./ASL

Sandi Toews ASL

Raymond Roy Custodian

Joel Bergen Vice-Principal/Resource

Yvonne Schroeder Principal

**BELL SCHEDULE**

8:45 First bus arrives and students are to enter building

8:58 – 9:05 Students inside school must be in homeroom or go to designated area for religious exercises

9:08 O Canada & Announcements

9:08 - 10:40 Periods 1, 2 & 3

10:40 - 10:55 Morning Recess

10:55 - 12:05 Periods 4 & 5

12:05 - 1:00 Lunch Break

1:00 - 2:10 Periods 6 & 7

2:10 - 2:25 Afternoon Break

2:25 - 3:40 Periods 8 & 9

3:40 Dismissal of all K-8 bus students

3:45 Dismissal for town students after the buses leave the school property

**ATTENDANCE**

Students who attend school regularly are more engaged in learning, have a greater sense of belonging, and are more likely to graduate. Regular attendance is expected. If your child will not be at school on a particular day, please phone the school to inform the office. If a student will be gone for an extended length of time, a note or phone call from a parent to the office is required.

There is a sign in and sign out form in the office if your child is arriving or leaving at different times other than the regular schedule. Students who arrive late will be asked to sign in at the office to receive a late slip before going to class. Parents are required to come to the office and sign out their child if leaving at an irregular time.

**CLASSROOM AND HALLWAY EXPECTATIONS**

The staff and students have created a document of what are appropriate actions and attitudes to have at Kleefeld School. This document is displayed in every classroom, and is taught and enforced by every teacher. It follows our foundation of Be Responsible, Be Respectful, Be Safe. The document can be found in the office and other areas around the school. If you have any questions about it, please ask any teacher or phone the office.

**DRESS CODE**

All students are to wear clothes that are appropriate for a school setting. Examples include:

* Chests and stomachs are covered
* Shorts and skirts are mid-thigh or longer
* Undergarments are not visible
* Clothing that does not have offensive language/pictures (swearing, references to drugs, alcohol, or sexual comments)
* Hoods, hats and outdoor jackets may be worn outside

Teachers will determine what is appropriate for school and will inform the student, parent, or principal/vice-principal if needed.

Appropriate change of gym clothes is required for Phys. Ed classes, as well as proper, non-marking footwear.

**ELECTRONIC DEVICES AND INTERNET USE**

Students are not permitted the use of personal devices while at school except with the teacher’s permission and supervision. Otherwise, all devices are to be put safely in lockers.

The Hanover School Division has implemented a “Responsible Use of Technology Agreement” for all students in our schools. This policy will be shared with parents. The expectations for appropriate digital citizenship for the students will be laid out and explained in the policy. A signature from the student and parent/guardian, indicating knowledge and acceptance of the content, will be required when a student of any age enrolls in Hanover.

**LOCKERS**

![C:\Documents and Settings\admin\Local Settings\Temporary Internet Files\Content.IE5\YQ8WZYI9\MC900001328[1].wmf]()Each student will be assigned a locker in the hall near their classroom. Middle Years students will also be given a lock to use. Please refer to the following guidelines about lockers:

* Students must use the lockers they have been assigned.
* Only locks provided by the school may be used.
* The school is not responsible for lost or stolen items, but we’ll help you look for them.
* We encourage students not to bring valuables to school.
* Students are asked to use their lockers only during breaks or with teacher permission.
* A replacement fee of $5.00 will be charged for lost locks.
* Students are encouraged to keep their combinations confidential.

**DANGEROUS OBJECTS**

Do not bring dangerous objects to school. Items will be confiscated and sent to the office. Parents may pick them up from the office at their convenience.

**LOST AND FOUND**

Please clearly label all of your child’s personal belongings to help reduce lost items. Items left in the lost and found bin will be displayed several times throughout the school year. Any items that have not been claimed will be periodically donated to self-help organizations.

**LIBRARY**

The Kleefeld School Library is a valuable resource for our community. The Library is open to the community from 9 to 10 a.m. and from 3 to 4 p.m. every school day. Those signing out materials are subject to the same loss and damage fines that students are. The summer reading program allows students and parents to take books home during the summer break.

**RESOURCE SUPPORT**

The Resource support at Kleefeld School provides a variety of levels of additional support to help meet the needs of individuals and students. Resource may also help students with special needs in the area of vision, speech and hearing, behavioural and social needs, and motor development. Our school team develops a plan which promotes individual strengths and helps students reach their potential.

Referrals by our Resource Department can be made to the division counselor, speech pathologist, social worker, occupational therapist, and psychologist. All referrals are made only with parental consent and must have the backing of the school educational team. Information on the services provided by the division is available through our Resource Teacher.

**ROLE OF THE SCHOOL COUNSELLOR**

Kleefeld School has counselor services available to support our students:

* A school counselor is primarily concerned with the personal, social, educational and career needs of the students, keeping in mind the best interests of the student.
* A school counselor provides counseling and guidance within an educational setting. Counseling and guidance provide opportunities for students to explore feelings, examine information and consider options for problem resolution and decision making.
* A school counselor works in collaboration with school personnel, other professionals, and parents.

If a student would like access to these services, please see the school counselor at the school for assistance and a referral form. A parent may also discuss referral options with their child’s homeroom teacher.

**LUNCH**

Lunch is from 12:05 – 1:00. Students will eat in their homerooms until 12:20, at which time they will be dismissed to go outside.

We ask that you avoid sending any peanut items to school.

Middle Years students will be selected to help in the elementary classrooms during the eating portion of lunch. Their role will be to help the younger students, and they are instructed to get an adult for help if larger issues arise.

**CANTEEN**

Price lists will be posted near the canteen for fundraisers or special activity days. Chocolate and white milk are available through our school milk program. Contact the office to learn more. Classes also use the canteen kitchen area for some lesson activities throughout the year.

**GREEN TEAM**

Each year, to help Kleefeld School with waste reduction initiatives, a team of students will be chosen to work together with a supervising staff member to manage the recycling and industrial composting program for the whole school. The students will be trained, and in turn teach their fellow students the objectives of the program. The team will also be responsible for collection and management of classroom compost.

As a school, we have achieved the “Action Level” of ESD (Education for Sustainable Development), as outlined by the Eco-Globe Schools Recognition Program. One of our goals is to reduce our garbage waste by at least 50%.

**PARTICIPATION & STUDENT LEADERSHIP**

We want students to establish a strong sense of school pride by directly involving students in helping organize, participate and promote school activities.

All of our students will participate in a character building program called Second Step.

The older students have the opportunity to be involved with Student Leadership and SHOC (Students Helping Other Communities), our social justice team. Students meet with staff to help plan and give ideas for school activities. Areas that students may be involved with to celebrate successes include:

* + Student voice in school activities and community awareness
	+ School Spirit Days- being a part of school culture by taking part in fun activities
	+ Aboriginal Awareness Day
	+ Red Rock Trip (every 2nd year)
	+ Field Trips
	+ Assemblies
	+ Student participation in sports, music, volunteering, fun activities and peer mentoring
	+ SHOC Group – Students Helping Other Communities promotes social justice

All of our older students will be looked at to provide leadership throughout the school day and in a variety of areas. There will be many opportunities at recess and other times to be involved and to help make our school a better place.

**SAFETY DRILL PROCEDURES**

Safety drills are practiced to ensure that all students are prepared in the case that a real emergency takes place. Examples include: fire drills, tornado drills, evacuations, and school lockdowns.

All students are to wear shoes during the school day so they will not be caught unprepared. In the case of an emergency in which students are to remain in the building (tornado, lockdown) teachers and students will practice safety procedures so they know to stay away from windows and doors and to remain calm.

Students must stay in line and walk out quickly and orderly during fire evacuation drills. Teachers will take out class lists to check attendance. Detailed instructions for fire drill procedures are posted in each classroom. In the case of an emergency where the school has to be evacuated, the Kleefeld Fire Hall and The Kleefeld Recreation Center are two locations where we are able to access shelter to keep our students safe.

 **EMERGENCY SITUATIONS**

The staff has specific procedures in case an emergency occurs. Students are not to head home until they have been accounted for, parents have been contacted, or have received instructions from an administrator.

Kleefeld School has trained CRISIS TEAM members and specific protocol to follow in case of emergencies.

**TRANSPORTATION**

When riding the bus, students will adhere to all safety procedures as set down by the bus driver, and by the rules of safe conduct. Please read the HSD school Bus Discipline Policy.

If your child has been waiting for the bus to pick them up for more than 10 minutes, they should return to the house, phone the HSD Transportation Supervisor at 204.326.6471 and find out if the bus is running late.

The division policy states that bus passes to board another HSD bus can only be authorized for emergencies and must be aproved by the school principal. Students and parents must have shown a conscious effort to obtain a ride for a student before requesting a bus pass.

No emergency bus passes will be issued for longer than one day. Bus passes while parents are on a holiday will not be issued. Bus passes will not be issued if buses are full.

**EMERGENCY SCHOOL CLOSING**

In cases of extreme weather conditions, please listen to local radio stations or check www.hsd.ca. Any school closures will be posted by 6am. HSD will also inform homes via telephone message at 6:45 am. There is more info about this in the HSD calendar.

The school has a plan in place in case the students must go home during the day due to a storm or other emergency. Please note that no student under the age of 12 should be sent home without a parent or adult at the home.

 **MEDICATION AND ALLERGY CONCERNS**

At times, students may require medication during school hours. Personnel in our school cannot administer any medication without written consent of parents and authorization of a physician. Forms are available at the school office.

We want to ensure the safety of students and staff that may have allergies. We do have individuals in the school that have severe allergies. Students needing an epi-pen must have them on them at all times. We ask that you not send any peanut related items along in lunches. Thank you for working with us to keep all of our students safe!

If there is a change to your child’s health plan, please contact the office so we can keep our files current and your child safe.

**COMMUNICABLE DISEASES**

Occasionally we find that cases of communicable diseases occur in the school, such as pink-eye, skin infections, and lice. Should we discover such cases, we will call the Public Health Nurse. She will recommend further courses of action. Immunizations are offered for students by our Public Health Nurse. The parent or guardian is required to submit to the principal of the school, the certificate of a medical doctor or public health nurse certifying that the pupil is immune to measles, has had the measles or has been immunized against measles.

**ACCIDENT & EMERGENCY PROCEDURES**

All parents are requested to supply our office with the name and phone number of someone to contact in case of emergency. *Please inform us of any changes to your contact information.* We will contact these people only when we cannot contact the child’s parent or guardian in an emergency situation.

Any child who receives a minor scrape, cut, or bruise, will be attended by our staff. Should a child receive a more serious injury, the following procedure will be followed:

* Parents or guardians (or the designated emergency contact person) will be phoned. Parents may be asked to transport their child to see the family doctor or go to the hospital. If we feel that ambulance service is required, we will call 911.
* Most accidents that occur in school can be handled by our staff. We do, however, want parents to understand that we will move quickly to ensure the speediest of medical attention for your child should a serious accident occur.

**PARKING LOT & BICYCLE STANDS**

The parking lot and staff vehicles are out of bounds for students. The school will assume no responsibility for damage or loss of bicycles. If your child rides their bike to school, they are to use of a CSA approved bike helmet and we encourage the use of bike locks. If bicycles are used, they must remain parked in a bike rack during the school day. Students should know and obey bicycle safety rules on the way to and from school. Please discuss safety rules with your child so they know how to properly and safely ride their bike on the roadways.

**VOLUNTEERS & VISITORS**

We are very fortunate to have a community in which there are dedicated volunteers willing to take the time to make a difference in our school! Getting involved with the school can be a rewarding experience for you and your child. We are always looking for volunteers to help in classrooms and on field trips. Each teacher is in charge of selecting the number of volunteers and job description while in the classroom.

All parent volunteers are required to fill out a Child Abuse Registry check through the office, as well as a Pledge of Confidentiality.

For safety reasons, all visitors, including former students, are to report to the Main Office upon arrival. Your co-operation is appreciated.

Volunteers and visitors may park in empty spots in the parking lot that do not have plugs, or on the street in front of the school if the parking lot is full.

**PAC**

The Kleefeld School Parent Advisory Council plays an important role in the life of the school. Parental input is vital in providing good education to the students in our school. If you are interested in contributing to our school community by volunteering as a PAC member, please contact the school for information, or the PAC email address kleefeldpac@gmail.com.

Among the many tasks that this group provides is the playground improvement plans, and planning a school picnic in June. The elected council meets with the school principal and teacher representative regularly to discuss issues at school.

**HSD SCHOOL BUS SAFETY**

Any time you ride the school bus, you need to behave appropriately. Always stay seated when the bus is moving. Always obey the bus driver who is in charge of the bus. For more info, refer to www.hsd.ca.

If you misbehave on the bus, the driver will talk with you and may speak to the principal or vice-principal. You may lose your right to ride on the bus. Please discuss the HSD School Bus Policy with your child. The bus driver may complete a “Bus Misconduct” form, depending on the misbehavior, and submit that to the office.

The Hanover School Division has adapted the following rules and regulations. It is hoped that these guidelines will help us to provide safe transportation to and from school for your student. Students should be at the bus stop at least 5 minutes prior to the scheduled time. It is a privilege, not a right, to ride school buses in Hanover School Division.

* Bus Discipline Policy
	+ Students who have the opportunity to ride division school buses may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior may result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The school principal is available to give assistance to the driver and will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. The responsibility for student supervision by the Hanover School Division shall begin when the student boards the bus in the morning and is retained until the student leaves the bus at the end of the day or is released to the parent/guardian in a manner consistent with the guidelines on release of students.

**ACADEMICS**

Students demonstrate responsibility when they:

* Do their class assignments with their best effort.
* Complete their assignments and hand them in on time.
* Make sure they have everything before they go home.

When a student has been away from school, it is the responsibility of the student to find out from their teachers or fellow classmates the work that they have missed.

Teachers may be phoned or e-mailed through our school website if you have questions about assignments.

**TEXTBOOKS**

![C:\Documents and Settings\admin\Local Settings\Temporary Internet Files\Content.IE5\W0YVEPX1\MP900305811[1].jpg]()All textbooks are provided to the students free of charge unless they become lost or unduly damaged. It is the responsibility of all students to keep textbooks in the condition they receive them. Students are expected to submit all fees for lost or damaged textbooks to the office upon notification of cost.

**REPORTING**

Report cards provide the student and parents with a written record of the student’s achievement. Report cards indicate how the student is doing in their academic programming. They are a summary of your child’s progress, assignments, projects, written work, quizzes and tests, participation, and ability.

Also included in the report are comments by teachers which provide an added insight regarding the student. Parents may be invited to have conferences with the teachers to further discuss issues. Parents are encouraged to make appointments to meet with their child’s teachers.

Report cards are issued three times a year in November, March and June. Each report is a summary of achievement for that particular term.

**STUDENT FEES**

At the beginning of the year, Middle Years students are required to pay the following fees:

 Activity Fee $5 (grade 1-8)

 Tech Ed/Home Ec. Fee $15 (grade 7-8)

 Band Rental Fee $150 (grade 7-8)

**BAND**

Students in grade 7 and grade 8 are enrolled in the band program, as this is the Arts Education opportunity in grade 7 and 8. Arts Education in Manitoba schools is mandatory from grades 1-8. Information will be sent home in June to inform parents and prepare grade 6 students to join the band program.

The bands will have opportunities to perform at Christmas and Spring Concerts, school assemblies, festivals and other public events.

**INTRAMURAL PROGRAM**

There are intramurals available for the grade 5-8 students. On their scheduled day, the students in that particular grade are invited into the gym from 12:25 – 12:55. Activities will usually reflect the skills they are learning in Phys. Ed. Class and provide an additional opportunity for students to be active. Intramurals will begin once the weather gets colder.

**PHYSICAL EDUCATION**

* Clean indoor running shoes with non-marking soles are required by all students for gym activity.
* All students from grades 4-8 should have a suitable change of clothes for gym activity.
* Students in school for the day are required to attend Phys. Ed classes unless they have a note from a parent (1 day excused) or from a doctor (extended absences).
* The Gym Office area is out of bounds to students.
* No eating in change rooms. Please keep the change rooms clean.
* Students who are not attending classes during the day may be asked not to represent school teams at evening games.

**KLEEFELD SCHOOL SPORTS TEAMS**

The Phys. Ed. teacher will be organizing and facilitating the after-school athletic program at the school. We greatly appreciate volunteers from the community that are willing to be a coach for our teams. It is also great to see our fans in the stands to cheer on the Stingers!

**KLEEFELD STINGER UNIFORMS**

School athletic wear is available for students to purchase through the Phys. Ed department. The jerseys come in a variety of

sizes featuring a Stinger logo, moisture wicking material, front and back numbers, and will be sold through the Phys. Ed. teacher.

You may have noticed the new school logo. There will be the opportunity to purchase school wear with the new logo during the school year.

**HOME ECONOMICS/ INDUSTRIAL ARTS**

All Hanover students taking a Home Ec. or Tech. Ed. Course will pay a $15 fee, which will help cover the cost of materials that students will use in those classes. If students attempt larger optional projects, they may need to pay more. Students will be bused to Stonybrook Middle School in Steinbach, but pay the $15 fee to Kleefeld School. We will forward the money to the necessary people.

SMS is located at 77 Lumber Ave, across from Barkman Concrete. 204-326-6481

Grade 7 students will go on day 3 in the morning, and grade 8 students will go on day 6 in the afternoon.

**NEWSLETTER, SCHOOL WEBSITE**

Regular information newsletters called the “Buzzline” are provided on a monthly basis on-line, e-mailed to our distribution list and copies are available at our office. Information for special events will be sent home directly with students in the form of a letter, memo or Synervoice and are available on the school website. We invite you to browse through <http://kleefled.hsd.ca> and make use of our links.

Welcome to Kleefeld School! We’re looking forward to a great year!

