

KLEEFELD SCHOOL

K-8 PARENT & STUDENT HANDBOOK

2019-20



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 start.

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
E-MAIL kleefeld@hsd.ca
GRADES K-8

FAX: 204.377.4545
WEBSITE <http://.kleefeld.hsd.ca>
POPULATION: 369 students

2019-2020 STAFFING

Lori Wolfe	Kindergarten (AM/PM)	Jocelyne Schellenberg	Kindergarten (PM)
Judi Peterson	Grade 1	Gloria Dueck	Grade 1
Alice Schellenberg	Grade 2	Julie MacKenzie	Grade 2
Jacquie Neufeld	Grade 3/4	Tawnya Klinkhammer	Grade 3/4
Brian Hildebrand	Grade 3/4		
Christine Friesen	Grade 5	Stephanie Reimer	Grade 5
Sonja Durhack	Grade 6	Mary Anne Kroeker	Grade 6
Patrick Martens	Grade 7	Joslyn Kurbatoff	Grade 7
Constance Faucher	Grade 8/French	Megan Strutt	Grade 8
Beth Hiebert	Grade K-6 Music / 7-8 Band	Tyler Shields	K-8 Phys. Ed., Health
Kathy Wiens	Resource	Wendy Martens	School Counselor
Jerlene Dueck	Administrative Assistant	Deanna Kroeker	Librarian
Martha Sawatzky	Administrative Assistant		
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.
Sandi Toews	E.A./ASL	Kendra Rempel	E.A.
Raymond Roy	Custodian		
Joel Bergen	Vice-Principal/Resource		
Yvonne Schroeder	Principal		
Bus drivers	Kelly Chester 232 Harold Warkentin 318	Ruth Funk 293 Esther Sawatzky 287	Kim Reimer 294

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 office before 9 am. 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. Students who are absent for the morning and come to school at lunch do not need to sign in at the office.

BEHAVIOUR 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 followed by our teachers. 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. It is also available to view on our school website - [Kleefeld School - Behaviour Matrix](#). Paper copies are available at the office on request. If you have any questions about it, please ask any teacher or phone the office.

DRESS CODE

All staff and 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
- Shoulder straps need to be at least 3 fingers in width
- Undergarments are not visible
- Clothing that does not have offensive language/pictures
- Footwear appropriate to the activity

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

Appropriate change of gym clothes is required for Phys. Ed classes starting in gr. 5, 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 personal devices are to be turned off and put safely in lockers.

The Hanover School Division has implemented an "Acceptable Use of Technology" Agreement for all students and staff in our schools. This policy is shared at www.hsd.ca under the Governance > Division Policies > Personnel tab. The expectations for appropriate digital citizenship are 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.

There are iPads available for students to use in the K-4 classrooms, and Chromebooks in the 5-8 classrooms. All devices are monitored by the division and have the best filters that Hanover is able to install on them and devices may only be used with teacher supervision. However, this does not excuse the students role in their own safety while on a device. It is expected that children will use technology for how the teacher intends it to be used in the class and will immediately report anything unusual. Our student accounts are set up so that students can only email their teachers and no one else while on a Hanover account.



LOCKERS



Each student will be assigned a locker to share 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 will 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. Seriously, save yourself a lot of grief.

DANGEROUS OBJECTS

Do not bring dangerous objects to school. Items will be confiscated and sent to the office. Parents will be called and 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 3:30 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 individual students and classes. Resource may also help students with extra needs in the areas of vision, speech and hearing, EAL, behavioural and social needs, and motor development. Our school team develops a plan which promotes individual strengths and helps students reach their potential.

If you have a concern as a parent, speak to the homeroom teacher first, and they will get Resource involved as needed.

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 or school admin.

LUNCH

Lunch is from 12:05 – 1:00. Students will eat in their homerooms until 12:25, 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 given the opportunity to volunteer in the elementary classrooms during the eating portion of lunch. They are referred to as the Lunch Monitors. Their role will be to help the younger students, and are instructed to get an adult for help if larger issues arise. There will be 3 opportunities to serve in this role: from Sept-Dec, Jan-March, and Apr-June.

Middle Years bus students are allowed to leave the school yard during lunch time if they have brought a signed note from a guardian giving them permission. The note needs to be brought to the office when they sign themselves out at the beginning of lunch and they will come back to the office upon their return to sign back in.

CANTEEN & FOOD RELATED

The canteen will be open to purchase snack items on specific days during the week. Price lists will also be posted near the canteen for fundraisers or special activity days. Chocolate and white milk are available through our school milk program by pre-purchasing milk that will be delivered to your child's classroom at the start of lunch. Hot Lunches typically happen on Fridays, and can be paid in cash at the office or through the Parent Portal account. Contact the office or go to the website to learn more.

BREAKFAST PROGRAM

We run a breakfast program in the main hallway on Tuesdays and Thursdays. Students are welcome inside as soon as the buses arrive, and are released to their classes before Opening Exercises. There are a variety of foods offered on different days, with the focus being healthy and well balanced. Students are allowed to say "No thank you" if they don't want a particular food, but are expected to eat what they take. Breakfast is open to everyone and will start early October.

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, a part of the Health curriculum.

The older students have the opportunity to be involved in student leadership at different times throughout the year. Students will have the opportunity to meet with staff to help plan and give ideas for school activities. Areas that students may be involved in 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
- Lunch Monitors for gr. 1-3 classrooms
- Red Rock Trip (every 2nd year for gr. 7/8)
- Field Trips
- Assemblies
- Student participation in sports, music, volunteering, fun activities, reading, reffing at recess, and peer mentoring

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. Detailed instructions for fire drill procedures are posted in each classroom.

In the case of an emergency where the school has to be evacuated, grades 3-7 will go to the Kleefeld Fire Hall and grades K-2 and gr. 8 will go to the Kleefeld Recreation Center.

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 out by the bus driver, and by the rules of safe conduct. Please read the HSD school Bus Discipline Policy available at <https://hsd.ca/wp-content/uploads/2015/07/EDE-Student-Code-of-Conduct-on-a-School-Bus.pdf>. Please discuss the HSD School Bus Policy with your child.

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 204.320.2347 and find out if the bus is running late. Students should be at the bus stop at least 5 minutes prior to the scheduled time.

Bus passes for a student to ride on a bus that is not their regular bus will not be issued.

The Hanover School Division has issued 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. 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.

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 6 am and you will also receive a divisional phone call before school starts. If you want to opt out of this home phone call, please contact our school office.

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 will be sent home without a parent or guardian at 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 it on them at all times. We ask that you not send any peanut related items to school. 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 or skin infections. Should we discover such cases, we may call the Public Health Nurse if needed. Their office will recommend further courses of action. Immunizations are offered for students by our Public Health Nurse. The parent or guardian of a student refusing immunizations 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.

If lice is found, the parent of the child will be contacted and a letter will be sent home with students for awareness.

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 or QuickCare clinic. 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 should use 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 on the East or West side of the school during the day. Students should know and obey bicycle safety rules on their way to and from school. Please discuss safety rules with your child so they know how to properly and safely ride their bikes on the roadways.

VOLUNTEERS & VISITORS

We are very fortunate to have a community in which there are many 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 and Criminal Record check through the office, as well as a Pledge of Confidentiality. Bring along 2 pieces of ID, one with a photo.

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 any empty spots in the parking lot after 8:45 am 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 great 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, fundraising, and planning a school picnic in June. The elected council meets with the school principal and teacher representative regularly to discuss life at school. Parents are welcome at these meetings. Dates are available on the school website or by emailing the PAC.

BUS LOOP

You are welcome to drop off or pick up your children in the bus loop before or after school, providing there are no busses in the bus loop. It is also intended to be used only for quick drop offs. If you are planning to park for an extended time, please use the street out front.

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



All textbooks are provided to the students free of charge unless they become lost or 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.

PARENT PORTAL

The HSD Parent Portal is a communications tool designed to enhance and increase parent/guardian involvement in the education of their children, by providing secure online access to their child's student information. With a single username and password, you can access data for each of your children attending an HSD school.

Let's get started. Before creating a Parent Access Account, you will first need to obtain a unique Access ID for each student profile that you want added to your account. The required Access IDs, along with account setup instructions, have been sent via email to all eligible parents/guardians. If you did not receive the specified email, please contact the school office. Upon receipt of your child's Access ID, visit hsd.ca/parent-portal to proceed with account setup. It's easy and only takes a few minutes!

Many of our families are already signed up on the Parent Portal. Much of our school information, report cards, permission forms, and school fees and payment are available through this system. Student accounts are updated regularly and payment can be made on-line or at the school office.

Please contact the school office if you are not signed up and would like to be.

STUDENT FEES

At the beginning of the year, 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)

Payment can be made to the classroom teacher, the office, or through Parent Portal.

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.

Learning an instrument is like learning a sport, you will not get better if you don't practice. Please encourage your child to bring it home and practice it regularly.

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 5-8 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 and equipment room 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 seats 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 the Stingers logo. Students playing sports but not wishing to purchase a jersey will be loaned one for the season.

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 be asked to pay more. Students will be bussed to Stonybrook Middle School in Steinbach, but pay the \$15 fee to Kleefeld School. We will forward the money to the necessary people.

8MS will go day 5 in the morning

7JK will go day 5 in the afternoon

8CF will go day 6 in the morning

7PM will go on day 6 in the afternoon

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

NEWSLETTER, SCHOOL WEBSITE

Regular information newsletters called the “Buzzline” are available on our website 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 BrightArrow and are available on the school website. We invite you to browse through <http://kleefeld.hsd.ca> and make use of our links.

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

The logo for the Stingers team, featuring the word "STINGERS" in a bold, stylized, italicized font. The letters are white with a black outline and a blue shadow effect, giving it a 3D appearance. The 'S' is particularly large and has a sharp, pointed end.