



Langham Elementary School

2023-2024

Information Handbook

Phone: 306-283-4455

School E-mail Address: langhamelem@spiritsd.ca

School website: <http://www.spiritsd.ca/les/>

School Division Website: www.spiritsd.ca

Partners in Learning: Langham Elementary Staff

Mrs. L. Prefontaine	Principal
Mrs. K. Lewans	Grade 3
Mrs. K. Genoway	Grade 3
Mrs. B. de Boer	Grade 2
Ms. B. Van Damme	Grade 2
Mrs. J. Olson	Grade 1
Mrs. K. McGurk	Grade 1
Mrs. B. Turgeon	Kindergarten
Ms. P. Anderson	Prep. Coverage Teacher
Mrs. L. Prefontaine	Learning Facilitator
Mrs. M. Bond	Special Education
Mrs. A. Laye	Counsellor
Mrs. C. Trakalo	Educational Associate
Mrs. C. Crabb	Educational Associate
Mrs. A. Hisey	Educational Associate
Mrs. S. Sutherland	Educational Associate
Mrs. S. Wiens-Neufeld	Administrative Assistant
Mrs. L. Fehr	Custodian

PRAIRIE SPIRIT DIVISION OFFICE PERSONNEL

Prairie Spirit School Division Office
121 Collins St. East, Box 809
Warman, Sask. S0K 4S0

Phone: 306-683-2800
Fax: 306-934-8821
Website: www.spiritsd.ca

A Message from Staff

The staff at Langham Elementary would like to extend a very warm welcome to all families who make up our school community. Good communication between home and school is imperative for your child's success at Langham Elementary School. This handbook outlines our policies and procedures and serves as our communication link for these policies and procedures. Please let us know if you have any questions about them. We anticipate a successful year filled with growing, learning, caring, and sharing!



Langham Elementary School

Our Mission

Academic and social programs provided in a safe, caring environment, creating lifelong learners and promoting positive school and community relationships.

Our Vision

“Our students are successful because we are a community of learners.”

Our Belief Statements

We believe in quality education which strives to meet the unique and diverse needs of individual students.

We believe in ongoing, consistent communication among parents, school, and community.

We believe that everyone needs to be heard and has a valuable voice.

We believe that our school plays an important part in the community where everyone shares the responsibility for developing student relationships and future leaders.

Beliefs and Expectations

In Prairie Spirit School Division, we work collectively in ways that honour our students in classrooms that are diverse in world view, culture, language, gender identity, sexual orientation, ability, and interests to learn and grow together in a respectful way. Langham Elementary School is committed to establishing and maintaining a safe, equitable, and welcoming learning and teaching environment for all members of the school community. This is how we learn together. All students, staff, and families are welcome at Langham Elementary.

Every member of the community is a learner. With the support of adults in the school community, students learn to be active members in their own learning journey and learn to become responsible for their own behavior.

Each classroom teacher has classroom expectations and classroom consequences that are established. When a child makes a choice that interferes with the learning or safety of others, students will be asked to make the situation better and identify what needs to happen so the behaviour is not repeated. This may involve solving the problem, taking time to reflect on the problem, completing a work job that helps the school community, or talking/walking with a teacher or recess supervisor. The key questions in this process are asking the student: How can you correct this? and What will I do next time?

When a child makes a choice on the playground resulting in a consequence that affects one or more recesses, the recess supervisor will inform the classroom teacher.

Classroom teachers will inform the principal when multiple occurrences of same behavior have been noted.

The principal will meet with the student and put a plan in place. The plan will outline what the student should do the next time. The plan also outlines the consequences if the student follows through and if the student does not follow through. Parents/guardians may be contacted by the principal to discuss the plan.

If a child is having great difficulty making appropriate choices, teachers, parents/guardians, and administration may decide to create a plan to find out “what’s up” and to track the student’s behavior. Other programs such as social skills training and/or counseling services can also be used to teach children how to make positive choices.

Students who have damaged others’ property, the school’s property, or have taken items which do not belong to them will be asked to pay the cost of replacement or repair.

The School Day - Bell Times:

8:35	-----	Teachers are available to supervise students on the playground.
8:43	-----	Class preparation bell
8:46	-----	Classes begin.
10:30	-----	Recess bell
10:45	-----	Recess ends.
12:15	-----	Noon hour begins.
12:35	-----	Dismissal for outdoor playground
1:00	-----	Lunch Recess ends.
3:01	-----	Dismissal bell for bus students
3:06	-----	Dismissal bell for town students



Morning - Recess - After School Procedures

Staff are available to supervise students on the playground beginning at 8:35 a.m. Students are asked not to arrive at school before 8:35 AM, after which time they can line up in their meeting areas. Class preparation bell rings at 8:43 and students will then come into the school to start the day.

When bus students are dismissed at 3:01 p.m., they are to load their buses immediately. Buses should be gone or leaving by the time town children are dismissed at 3:06 p.m. It is important to let classroom teachers know pick up plans at the start of the school year. If these plans change, please inform the school office (306-283-4455), classroom teacher, and/or bus driver if applicable.

Lunch Hour

Students eat lunch in their classrooms from 12:15-12:35. Two staff members are on supervision at this time and student lunch monitors will assist in Kindergarten and Grade 1. Please let your teacher know if your child does not eat lunch at the school.



Healthy lunches help students work effectively throughout the day. **When packing lunches, please remember that the school does not have a microwave for student use.**

Allergy Aware

Due to the fact we have members of our school community with life threatening allergies, we are an Allergy Aware School. We ask parents/guardians to pack lunches that are free of nut products and eggs.

- Please always read the label and ask your child to avoid sharing their snacks and lunches.

Attendance

Parents/Guardians are asked to enter student absences in Edsby. Absenteeism to the school can also be reported by phone, email, or with a written note in the agenda. We have a message manager, and the messages are retrieved by 9:00 a.m. on school days. A daily record is kept monitoring school attendance.

Communication

Prairie Spirit Schools utilize the Edsby learning platform for communication of learning, messaging, attendance, portfolios, grading and report, alerts, and news. As this is our main source of communication, **all families are encouraged to get the Edsby app.**

Please write us a note in the agenda or email us if:

- your child is not permitted to participate in any school activity.
- children are NOT staying in school to eat lunch.
- Parents/guardians are going to be picking students up before the end of the school day.
- alternate pick-up arrangements are occurring.

**** If you need to speak to a staff member,** please call before 8:45 a.m. and after 3:15 p.m. or at recesses time or the noon hour. The time in between is valuable instructional time. Phone messages will be gladly received during class time and passed on to students and teachers during the recess breaks. Students and parents are encouraged to pre-arrange after-school plans.

Curricula

The Saskatchewan Ministry of Education outlines the outcomes and indicates to be followed. For details on subjects and classes, please go to: <https://curriculum.gov.sk.ca/>

Inside Recesses

All students go outside during recess. During periods of unusual weather conditions, the recess supervisors in consultation with administration may allow students to stay indoors. Unusual weather conditions could include special area quality, thunderstorms, blizzards, extreme cold, heavy rain, extremely windy conditions, etc. During

winter months, we will be outdoors for recess unless wind chill is -27° or colder according to the Environment Canada website.

When Declared, INDOOR RECESS SIGNS WILL BE POSTED on the doors to announce an indoor recess

If your child is too sick to go outside at recess time, please consider that he/she may be too sick to be at school as we do not have supervision for them inside when others are out.

School Website

We encourage everyone to utilize our school website at: <http://blogs.spiritsd.ca/les>. Our website is regularly updated and has events listed on the calendar, school information, school policies, and much more.

GENERAL INFORMATION

Bicycles, Scooters, and Skateboards

Students who ride their bikes, scooters, or skateboards to school should park them in the designated racks. They are encouraged to wear helmets. Students are expected to walk their bikes, scooters, or skateboards on sidewalks and on the tarmacs to ensure the safety of all.

Birthdays

We celebrate birthdays without treats to support students with allergies and dietary restrictions. Birthdays will be acknowledged within the school day at LES.

Classroom Placements

Time and energy go into creating class lists for each school year. Our goal as a school is to place students in a setting that is appropriate for each child individually and for the group. Class placements are a group decision made by the classroom teachers, administrators, and SERT teacher. The final placement of a child is a school-based decision that is made using the following criteria:

- * Academic needs (including program and learning environment)
- * Social needs (ex. supportive peer relationships)
- * Level of independence
- * Academic diversity within each group

Clean School

To keep our school looking great, students and visitors are asked to remove their outside footwear when they arrive at school. As well, students are asked to leave gum and sunflower seeds at home.

Clubs

Langham Elementary School offers a variety of activities during the noon break. They consist of a wide range of events including sporting, arts, music, technology, and math. These programs are geared to promote student participation, interaction, and school spirit. It is intended to provide a supplement to regular classes. Emphasis is on inclusion of everyone who wishes to participate and on having fun.

Emergency Response Plan

Prairie Spirit School Division's staff are highly committed to providing safe and secure school environments for our students. Each school has an emergency response plan, which includes procedures for fire drills, lockdowns, evacuations, and other emergencies. Schools routinely practice these emergency procedures during the year. Schools are required to practice procedures for evacuation for fire, lock down, and hold and secures during the school year.

In a school lockdown situation, all students are kept in classrooms or other designated locations that are away from the danger. Teachers are responsible for accounting for students and ensuring that no one leaves the safe area. Classroom doors will be locked from the outside to allow for the ability to quickly secure an area. School personnel may also secure building entrances, ensuring that no unauthorized individuals enter the building. Drill situations allow for students and staff to be prepared if a situation arises.

Lost and Found - Labeling of Items

All lost and found items will be stored in containers found behind the boot room doors. Please check these often and take only what is yours. Unclaimed items are donated to charity in December and June. **Please assist us by labeling all items that come to school.** We discourage students from bringing toys to school as they may be lost or damaged.

Newsletters

Together with Walter W. Brown School, we publish a newsletter eight times a year. The newsletter contains important information for families. Newsletters are posted on Edsby and on our website, www.blogs.spiritsd.ca/les.

Parking and Pick Up

To avoid blockage of the road in front of the rink (Main Street), we ask that families park instead of stopping on the road. Parking is available along Main and First Street and at the curling rink. There is NO PARKING on the east side of First Avenue, so children do not cross in front of the buses and traffic to get into the school yard.

Personal Technology

Our school provides students with technology to support their learning. We encourage students to not bring personal cell phones, tablets, and iPads to school. Students who choose to bring their cell phones, tablets, or iPads to school will be asked to keep them in their backpacks throughout the day. The school is not responsible for lost or damaged technology that is brought into the school.

Pets

For the safety of our students and staff, please keep all pets off school property, including the sidewalk in front of the school. Pets are not to be on school property as per bylaw of the Town of Langham.

Reconciliation

We are committed to partnerships, perspective, and curricular outcome learning about Canada's Indigenous Peoples (historically and present day) and are committed to Truth and Reconciliation. We acknowledge that we learn together on the traditional lands, known as Treaty 6 territory. We are dedicated to ensuring that the spirit of Reconciliation and Treaty 6 are honored and respected.

School Attire

Students, staff, and guests are asked to remove their outside shoes when entering the school. A second pair needs to be provided for students that is suitable for the gym, and these need to be non-marking.

We believe that how we dress affects our attitude and behavior and reflects our character. Students are asked to wear clothing which is suitable for a school setting and for activity. For safety reasons, students should always wear socks and shoes. Shoes with wheels are not to be used at Langham Elementary School.

Student Supports

The job of the special education resource teacher (SERT) is to consult and collaborate with all persons involved with a student to program for special needs and/or to facilitate the progress of students who require supports for their learning success. The SERT may observe a student, collaborate with classroom teachers, and collect information via formal or informal assessments. Based on observations and assessments, a classroom plan and/or supports are developed to improve student success. The SERT may also consult with Prairie Spirit School Division staff for additional intervention strategies or further assessments.

Supervision

Staff members are on supervision starting at 8:35 AM. Supervision is also provided at morning and lunch recess. At the end of the day, an adult will support students onto the bus and ensure all students have safely left the playground area. Supervisors will be wearing high visibility vests.

Supply Recovery Fees

Consumable school supplies are purchased in bulk for all our students at Langham Elementary School. A supply recovery fee for students in Grade 1 to Grade 3 is \$37. Kindergarten fees are \$18.

School Resource and Library

Students use a variety of resources as we support the development of life-long literacy skills and foster reading for both enjoyment and information. Resources support curriculum, develop literacy, encourage curiosity and inquiry, and support all students' social, cultural, and emotional growth.

Our library is an important part of our school program. All students have a library account and are encouraged to borrow a variety of materials both for enjoyment and for class assignments. Students are responsible for the materials that they use and borrow. Students damaging or losing school resources may be asked to pay for the lost or damaged resources.

Smoke/Vape Free Environment

According to provincial legislation, the Langham Elementary School building and *school yard* are smoke and vape-free. Smoking or the use of other products is prohibited anywhere on school property during and after school hours.

Progress Reports and Conferences

Kindergarten Conferences for student and parent/guardians:	Oct.26 th (during school hours)
K- Grade 3 Progress Conferences for student and parent/guardians:	Oct. 25 th and 26 th (evening)
Grade 1-3 Progress Reports Issued on Edsby:	December 1 st
Kindergarten Progress Reports Issued on Edsby:	February 5 th
Kindergarten Conferences for student and parent/guardians:	March 1 st (during school hours)
K-Grade 3 Progress Conferences for student and parent/guardians:	March 6 th and 7 th (evening)
Grade 1-3 Progress Reports Issued on Edsby:	March 28 th
K- Grade 3 Progress Reports Issued on Edsby:	June 27 th

The operations of all schools in Prairie Spirit School Division are guided by the policies of the Prairie Spirit Board of Education. These can be viewed online at:
<https://www.spiritsd.ca/board/app-manual/>

Administering Medication to Students

Prairie Spirit School Division believes it is necessary to balance a student's right to go to school with the responsibility that is placed upon staff members to administer medications and complete medical procedures. If it is necessary for your child to take prescription medication daily during the school day, please contact administration to see what documentation is necessary to be completed.

Counselling

The counselling services in our school are available to help students, families, parents/guardians, and teachers develop positive learning experience. Formal support is offered to those who would like additional support. Please contact administration if this is something you would like for your child.

Emergency Contacts

All students should have two emergency contacts, *other than a parent*, listed on their registration form.

Internet

Prairie Spirit School Division policy requires permission by parents or guardians for access to the internet. Inappropriate use of computer technology or intentional damage to hardware or software will result in a loss of computer privileges.

Dismissal Policy

Principals, in consultation with the Director of Education, may dismiss school at any time before the usual dismissal time where the health, safety, or welfare of students or staff is threatened. Parents or guardians are allowed to pick up their children unless public safety officials have declared that there is some reason why access to the school is restricted.

During any emergency, school personnel will maintain as safe and normal an environment for children within the school as is possible. School is not automatically canceled in emergency situations.

Children will only be released to their parents, guardians, or an authorized person who is identified on the child's registration form. Langham Elementary School staff may ask for identification when the child is released.

* ** No students will be released to parents/guardians or authorized individuals during a Hold and Secure or Lockdown occurrence until administration has deemed that the situation is "all clear."

Sport Safety

The Sports Safety Policy of our school division is very extensive. Please see www.spiritsd.ca if you are interested in the complete document. Some reminders for our students are listed below:

1. Students are not allowed to wear jewelry and should tie or pin back long hair.
2. Mouth guards for floor hockey, badminton and other racquet sports are recommended.
3. A **C.S.A. approved helmet is required for skating and curling.**
4. Eye protection is mandatory for racquet sports, floor hockey and road hockey whether during PE classes or at recess time. The school will supply sport goggles when activities require eye protection.



Emergency Closing and Cancellations

The normal practice of Prairie Spirit School Division is that schools do not close for reasons of inclement weather. Infrequently it may be necessary to close the school because of faulty plant operation.



Bussing

Please check the Prairie Spirit Busing website at <https://www.spiritsd.ca/buses/> for busing cancellations and policy for bus cancellations. Should you have any questions regarding this service, please call the Prairie Spirit School Division Bus Garage at 306-374-2496.

***Bus drivers will not allow students on the bus who are not on the bus list.**

Bullying and Harassment

Bullying is a form of aggression that is repetitive, hurtful and involves an abuse of power. Bullying takes many forms. It is unwanted physical, verbal, psychological, or sexual treatment which is repeated over time. With bullying, there is an imbalance of power. Power may be based on age, physical size, status or position, or ability. This imbalance of power makes it difficult for the target to defend themselves. Bullying can occur from one individual toward another, from a group of people toward one individual, or from one group of people toward another group of people. Please note that bullying is different than conflict. In conflict, there is equal power and both sides share in the disagreement or argument.

Students have a responsibility to create a safe environment for everyone. Communication is vital when dealing with bullying and harassment within the school and/or on its property. Please notify your child's teacher or the administration immediately if your child is experiencing situations of this nature.

Use of Front Doors

Each Prairie Spirit school provides a safe environment for students and staff, while offering a learning environment that is welcoming to visitors. During the school day, access to the school will only be allowed through the main entrance doors. If a student is late for school, they are to go to the front main doors.

Parental Concerns – A Protocol to Follow

If students or parents have concerns or questions about an issue at school, please follow this communication process:

- The class teacher is to be the first person to hear and address any concerns from a student or parent/guardian.
- If the issue cannot be resolved with the teacher, the Principal is to be contacted.
- If the matter remains unresolved, the parent/guardian may request a meeting with our superintendent, Peggy Mattila-Bains
- If further discussion is required, the parent/guardian may ask to meet with Tracey Young, the Director of Education.
- Finally, the parent may request the issue to be heard by the Board of Education.



September 5, 2023

Dear Prairie Spirit families:

Prairie Spirit School Division is committed to supporting learning environments that are safe and caring spaces for all students, staff, caregivers, and community members. This letter is intended to serve our schools and community with fair notice that we will respond to student behaviors, including threats, that pose a risk to the health and well-being of others. A threat is an expression of intent to do harm or act out violently against someone or something.

All high-risk behaviors and threats will be taken seriously, investigated, and responded to appropriately. Each school has a designated Threat Assessment Team with additional supports and partners as required. Parents/caregivers will be notified as soon as possible regarding a threat assessment. Our preference is always to work collaboratively with the family to identify the most comprehensive supports possible. In the event parents/caregivers cannot be reached or choose not to engage, the threat assessment will still proceed. The safety of all is our utmost concern. The student may not be able to return to school until the level of risk can be determined, the process has been completed, and a safety plan is developed.

Please go to the following [link](#) for more information about the Student Threat Risk Assessment process.

Prairie Spirit School Division is a signatory and active collaborative partner in the [Saskatoon and Area Community Threat Assessment and Support Protocol](#) (CTASP). This protocol enables us to collaborate with community partners and organizations to share information and advice as we provide appropriate trauma-informed supports to our youth and their families. This allows us to respond more effectively to situations where students may be a risk to themselves or others. Personal information shared throughout this process will respect and balance everyone's right to privacy.

We will continue to work with you and our community partners to support safe and caring schools for our students. If you have questions about our safety procedures, please contact your principal.

Sincerely,

Tracey Young

Director of Education

School Community Council:

The goal of the Langham Elementary SCC is to promote the learning success and well-being of our students, in a safe and caring environment through parent and community engagement.

Langham Elementary School Community Council's Guiding Principles:

- The School Community Council must be an integral, purposeful, and valued component of school division governance.
- The School Community Council must be inclusive of the community and representative of the students in the school.
- The School Community Council roles are clear and well understood.
- The School Community Council aligns its work with provincial, division, and school goals and initiatives.
- The School Community Council is accountable, transparent, and responsive in its relationship with parents and the school community.
- The School Community Council understands and recognizes the professional roles and responsibilities of the principal and the school staff.
- The School Community Council recognizes the importance of collaborative work with the School Community Council of Walter W. Brown High School.
- Any matter concerning an individual student or staff member must be directed to the teacher or the principal. It is not the responsibility of the School Community Council to deal with concerns or complaints about individuals other than to direct the concern to the appropriate individual.

The purpose of the Council is to serve in an advisory capacity. It collaboratively helps develop and actively supports the delivery of the School's Learning Plan. In support of the school and its learning goals, the Council may initiate and/or take part in projects and fundraising activities which benefit students, parents, and/or the community. The Council will advise the school and the division board on those issues identified in the legislation, such as school fees and fundraising.



School Volunteer Program

Prairie Spirit School Division has regulations in place for the safety of your children. These regulations state that any volunteer involved with students needs to have a current (within 6 months) Criminal Record Check.

Approved volunteers remain as such for three years but do need to complete an annual form to state no changes have occurred. See the school office for assistance in completing a criminal record check and for a letter to take with you to the RCMP.

Volunteer Drivers

Our school division requires all parent/volunteer drivers who are transporting students other than their own to and from school events have submitted their Criminal Record Check, Vulnerable Sector Check and fill out a Volunteer Automobile Driver Authorization form. Upon request we will send a form home with your child, you may come into the school to fill one out, or you can find it on our website. Forms need to be filled out every three year and when information changes.