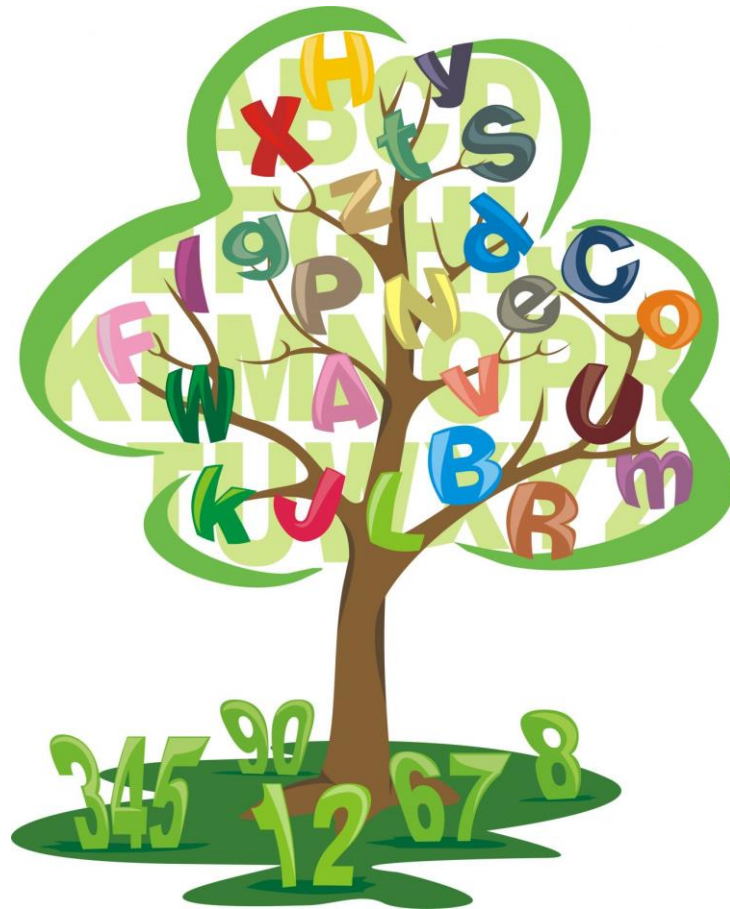


# ROSSER ELEMENTARY SCHOOL STUDENT HANDBOOK 2023-2024



**Rosser Elementary School**  
**Box 130**  
**Rosser, MB R0H 1E0**  
**Phone: (204) 467-2717**  
<https://rosser.interlakesd.ca/>

**PURPOSE**

The purpose of this booklet is to acquaint parents with the Interlake School Division / Rosser Elementary school staff, programs, and general procedures. The Rosser Elementary School Plan for welcoming our students back to school, is attached at Appendix 1.

If you have any questions, concerns, or comments regarding the school, the handbook, or your child, please feel free to call us at (204) 467-2717.

**INTERLAKE SCHOOL DIVISION**

**Superintendent/CEO** Margaret Ward  
**Assistant Superintendent** Tyler Moran

**Board Members** Alan Campbell Gord Greasley  
Francois Uhres Sally Cook  
John Hueging Victoria Schindle  
Bridget Yablonski

**ROSSER ELEMENTARY SCHOOL STAFF**

**Principal:** Josh Harrison

**Teachers**

Mr. J. Harrison ( <a href="mailto:jharrison@isd21.mb.ca">jharrison@isd21.mb.ca</a> )	Grades 1-4 Social Studies; Gr. 4 Math; Guidance; Early Literacy.
Ms. B. DiLazzaro ( <a href="mailto:bdilazzaro@isd21.mb.ca">bdilazzaro@isd21.mb.ca</a> )	Grade 1/2 ELA, Math, Science; Grades 1-4 Music; Grades 1-4 Art.
Ms. S. Anderson ( <a href="mailto:sanderson@isd21.mb.ca">sanderson@isd21.mb.ca</a> )	Grade 3/4 ELA, Grade 4 Math; Grades 1-4 French; Resource.
Mrs. C Olson ( <a href="mailto:colson@isd21.mb.ca">colson@isd21.mb.ca</a> )	Kindergarten
Mrs. A. Mulligan ( <a href="mailto:amulligan@isd21.mb.ca">amulligan@isd21.mb.ca</a> )	Grade 4 Math & Literacy Support; Grade 3/4 Science; Grades 1-4 Phys Ed & Health

**Support Staff**

Mrs. T. Levesque ( <a href="mailto:tlevesque@isd21.mb.ca">tlevesque@isd21.mb.ca</a> )	Administrative Assistant
Mrs. J. Braun	Librarian/Educational Assistant
Mrs. A. MacFarlane	Educational Assistant
Mrs. L. Van de Kerckhove	Educational Assistant
Ms. K. Murphy	Educational Assistant
Mrs. M. Manchulenko	Custodian

**DAILY ROUTINE**

8:20 - 8:45	Morning Arrival & Outdoor Activity Time <ul style="list-style-type: none"><li>• First Busses Unload at 8:20am</li><li>• Second Bus Time at 8:45am</li></ul>
8:45	Students Enter the School from Outside
8:50	Start of the School Day: Assembly/Announcements
8:50 - 10:30	Morning Block of Classes
10:30 - 10:50	Morning Nutrition Break (K-4)
10:50 - 11:15	Morning Outdoor Break (K-4)
11:15 - 12:55	Middle Block of Classes
12:55 - 1:20	Afternoon Nutrition Break (K-4)
1:20 - 1:45	Afternoon Outdoor Break (K-4)
1:45 - 3:25	Afternoon Block of Classes
3:25 - 3:55	End of Day Pick-Up Time / Dismissal
3:25	First Bus Arrives (Shuttle to GI)
3:50	Second Buses Arrive

**ABSENTEEISM AND LATENESS**

Consistent attendance and punctuality at school is important to your child’s success in school. Being an active participant in class helps your child better understand the learning goals of the class, as well as how to successfully achieve those goals. Consistent attendance also reinforces the value of education.

There may be times when your child is unable to attend school. If that happens, we would appreciate an e-mail, a note in the agenda giving us the heads up, or a phone call.

**SCHOOL COMMUNICATION**

By checking the Rosser Elementary School website at <https://rosser.interlakesd.ca/> you will find news updates, calendars, permission forms and parent portal web access.

By checking the Interlake School Division website at <http://www.interlakesd.ca> you will find various subject headings where you can access information about our school and school division.

The school currently has an active Instagram account maintained by Ms. Anderson. Updates regarding school activities, REPAC news, and community events can be found on the Instagram account. The QR code is found below to access the Rosser Elementary School Instagram account.



The current Twitter account is open, but not yet active. Staff are planning to communicate information through both the Instagram and Twitter accounts this school year.

In addition to this, Mr. Harrison sends out a weekly email and a monthly calendar.

## Rosser Elementary School – Year at a Glance 2023-2024

### SEPTEMBER

- |              |   |
|--------------|---|
| September 5  | - In Service Day (No Classes) <b>Open House 4:30 – 6:00. REPAC AGM at 6:30.</b> |
| September 6  | - First Day of Classes for Grade 1 - 4 students, and K interviews               |
| September 8  | - K Interviews  |
| September 12 | - First Day of Classes for Kindergarten students                                |
| September 22 | - Terry Fox Run   |
| September 28 | - Orange Shirt Day Activities   |

### OCTOBER

- |            |                                 |
|------------|---------------------------------|
| October 2  | - Inservice Day (No Classes)    |
| October 3  | - Inservice Day (No Classes)    |
| October 9  | - Thanksgiving (No Classes)     |
| October 20 | - Inservice Day (No Classes)    |
| October 24 | - Term 1 Progress Conversations |
| October 26 | - LifeTouch in for Picture Day  |

### NOVEMBER

- |               |  |
|---------------|--|
| November 1-30 | - November Numbers Activities          |
| November 9    | - Remembrance Day Assembly (Time TBD); |
| November 13   | - In Service Day (No Classes)          |

### DECEMBER

- |             |   |
|-------------|---|
| December 4  | - Inservice Day (No Classes)              |
| December 8  | - Term 1 Report Cards go Home             |
| December 22 | - Last Day of Classes before Winter Break |

## JANUARY

January 8 - First Day of Classes of the New year

## FEBRUARY

February 2 - Inservice Day (No Classes)  
February 19 - Louis Riel Day (No Classes)  
February 20 - Term 2 Progress Conversations

## MARCH

March 4 - In Service Day (No Classes)  
March 22 - Last Day of Classes before Spring Break. Term 2 Report Cards go Home.

## APRIL

April 1 - Classes Resume after Spring Break

## MAY

May 20 - Victoria Day (No Classes)  
May 21 - In Service Day (No Classes)

## JUNE

June 27 - Last Day of Classes for all students; Term III Report Cards Go Home  
June 28 - Admin/PD Day (No Classes)

## **THE 6-DAY CYCLE**

Our school operates on a 6-day cycle. This year, Wednesday, September 6th starts our cycle at Day 1. Please note that Kindergarten students start school on Tuesday, September 12th, and that they attend school days 1, 3, and 5 for a full day.

## **NUTRITION AND OUTDOOR ACTIVITY BREAKS**

Outdoor breaks enable the students to get some fresh air and physical activity during the school day. If you think your child needs to stay indoors, please send a note in their agenda with your request.

Students are not permitted to leave the school grounds during nutrition and outdoor breaks unless they have written permission from their parents.

At Rosser Elementary School we believe that healthy, nutritious food plays an important role in providing the energy needed to learn. The Canada food guide encourages the selection of plenty of vegetables and fruits, protein foods, and whole grain foods. Visit <https://www.gov.mb.ca/healthyschools/foodinschools/> if you are interested in learning more about healthy snacks and lunches.

In order to create a safe learning environment for all students, Rosser Elementary School has adopted an “Allergy Aware” stance. We ask that parents do not send any snacks containing peanuts or tree nuts (almonds, cashews, pistachios, walnuts, hazelnuts, pecans, and brazil nuts).

Thank you for helping us keep Rosser Elementary a healthy place and a safe place!

### **PICKING YOUR CHILD UP AT SCHOOL AND HOME-TIME CHANGES**

Please inform the school of a change that affects your child/children at the end-of-the-day dismissal. This includes bus changes, pick-up changes, and permission to go home with someone other than a parent/guardian.

Please send a note in your child’s agenda and/or an email to the class teacher, copied to Mrs. Levesque and Mr. Harrison or call the school (204-467-2717). Our secretary, Mrs. Levesque, is in the office on odd School Days, and Mr. Harrison is in and out of the office throughout the day. We do try to check phone messages before buses arrive to make sure there have been no changes to home time routines. Messages received after 2:00 PM regarding a same day change may not be received in time.

If you have indicated someone else is picking up your child/children (for example, a relative or friend) but our staff does not know the person who is picking up your child, the person will be asked to show identification.

### **HOME CONTACT INFORMATION**

Please provide the school with information regarding any changes in contact information for students. We do encourage you to log on to PowerSchool to check “Logistical Demographics” and to make any necessary changes. This information was typically sent home in paper copy as a registration form for you to make changes.

If parents/guardians are going to be away, please provide the backup information of the caregiver in case of emergency.

### **FRONT DOOR POLICY**

The front door of the school may be locked because there are times during the day when no one is in the school office to greet visitors. If the door is locked, please ring the buzzer or the doorbell located on the right side of the door, and we will greet you as soon as we can.

### **PARENTS IN THE SCHOOL**

Please check in at the office first if you come to deliver something to your child or to pick him/her up. It is important for us to know who is coming in or out of the building.

### **ASSESSMENT AND BEST TEACHING PRACTICES**

Rosser Elementary School recognizes that good assessment supports student learning and is

part of best teaching practices. Teachers use assessment for learning, as learning, and of learning to inform their teaching, to help students assess their own work, and to report student progress to parents. It is important to set learning targets as part of on-going learning and assessing.

Parents receive report cards in early December, March, and June. Progress Conversations are held in October and February. Parents are encouraged to contact the school if they have any concerns or questions about their child's progress.

## **SCHOOL CURRICULUM AND SCHOOL PROGRAMMING**

**Curriculum** - Rosser Elementary School provides the provincially approved curriculum courses in English Language Arts, Mathematics, Science, Social Studies, French, Performing Arts, Physical Education and Art.

**Resource/Student Services** - Resource services are available to assist teachers in identifying students with academic difficulties or special needs, and to collaborate with teachers to develop programs and instructional strategies to address the needs of these students. Individual and/or group student assistance is available. Support in the areas of Child Psychology, Social Work, Speech and Language, Physiotherapy and Occupational Therapy is available to those students/families who require these services. These services are accessed through the resource teacher.

**Guidance Counselling Services** - Counselling services will be provided to students in individualized, group and classroom format as required.

## **APPROPRIATE DRESS AND FOOTWEAR**

We trust families to use their judgment in regards to appropriate dress for school. Attention to respectful dress sets a tone within a school for focused learning.

Clothing must allow for full and safe participation in all school activities. This may include gym clothing and appropriate clothing for the winter months for outdoor breaks and activities.

It is important for students to remove their footwear when entering school, and put on clean indoor shoes for the school day. (Please take the time to check that your child's shoes are non-marking).

Regarding outdoor clothing, please note that students are outside at the start of the day when they arrive off the bus, as well as recess. Appropriate outdoor clothing/footwear is required. During the winter months students may be outside in temperatures down to -29° C.

## **VOLUNTEERS**

Volunteers are an important part of school life. Parents and community members are encouraged to participate in volunteer activities in our schools that support programs and services and help students succeed. This could include, but is not limited to: supervising field

trips, reading with students who need extra help, supporting extra-curricular clubs or activities, etc.

If you think you may volunteer at any point during the time that your child is at Rosser Elementary School, please contact your child's teacher or call the school. We will assist you in completing the following necessary steps:

- All volunteers are required to complete a Criminal Record/Vulnerable Sector Check through the local RCMP/Winnipeg Police Service detachment. The school will provide a letter identifying you as a volunteer so that any fees can be waived.
- All volunteers are required to complete a Child Abuse Registry Check, available through the school/division office.
- All volunteers must sign a pledge of confidentiality.
- A Volunteer agreement must be signed and will be kept on file at Rosser Elementary School.
- All volunteers must complete Respect in Schools training program. <https://mbed-school.respectgroupinc.com/>
- If applicable, volunteers may need to sign an ICT Acceptable Use Agreement form.
- All volunteers must participate in an orientation, during which you will receive a copy of the Volunteer Handbook and you will learn important procedures related to safety and the work you will be doing with students.

Once completed, the above items will remain valid for the duration of your child's time at Rosser Elementary School.

## **SCHOOL LIBRARY**

Students are encouraged to take out books from our school library to read in the classroom and will be able to bring them home once their classroom teachers have established their take-home reading programs.

## **BOOKMOBILE**

The South Interlake Regional Library's (SIRL) bookmobile will visit Rosser Elementary School monthly and provide additional books for students to choose from. Bookmobile dates at the school are shared on the monthly calendar. Classroom teachers will receive books and dedicate time for students to view them and select books to read.

## **RESTITUTION APPROACH TO SCHOOL DISCIPLINE**

Restitution is a term used by Diane Gossen, M.Ed., to describe a program that promotes self-discipline in students. It's a program that is being used by many schools all over the world, successful in building a team approach between home and school, solution-focused and



effective in promoting a safe classroom environment. It's about creating conditions for the person to fix their mistakes and return to the group strengthened, and it's about restoring relationships and strengthening people.

Students, with the help of their teachers, work on creating a set of classroom beliefs at the beginning of the school year. Articulating classroom beliefs are part of a restitution program because it defines acceptable and unacceptable behaviors in the classroom. The idea is that if you believe in something, you will be motivated to behave in a way that supports that belief, and you will be motivated to follow the rules.

This does not mean that there are no consequences for inappropriate behavior. There are bottom line behaviors that need to be dealt with – and there needs to be a consequence. For example; continuous below the line behavior, weapons or running away will result in consequences.

See below for examples of above the line, below the line, and bottom line behaviors.

*It's all about building strong relationships with students, parents, teachers, and the community.*

What the Teacher Can Do ...	What the Student Can Do...
Direct the student to a place where he/she can cool-down and refocus. (time-out)	Use the time out to allow their body to calm down. Make the situation right.
Help student plan how to make up lost time.	Complete any unfinished work during agree upon time.
Talk with student in respectful way, asking questions – directing student to think about how to make it better.	Make a plan to prevent the behavior from reoccurring, and making things better.
Keep an open line of communication with parents, and inform them of child's inappropriate behaviors.	Explain his/her behavior to the parent and the steps he/she will take to correct the behavior, and prevent it from happening again.








### ABOVE THE LINE

Respectful
Kind
Honest
Responsible
Own it!

Safe
Follows Directions

Considers Others
Uses manners
Non-judgmental
Respects boundaries
Works Hard

Walks in the Hall
Keeps Hands to Self
Helps others
Is a Good Friend
Rights a Wrong

### BELOW THE LINE





Threatens Others
Throwing Things
Pushing
Kicking

Pushing Through Line-Ups
Hits/Shoves
Theft
Lying

Hanging on to Others
Swearing
Vandalism
Disruptive




Slamming Doors in Anger
Not Doing Your Work
Running in Halls

Bullying/Teasing/Name Calling
Hiding
Not Following Instructions

### BOTTOM LINE

Continuous Below the Line Behaviour
Weapons
Running Away

### **Violence Threat Risk Assessment (VTRA)**

The Interlake School Division is committed to creating and maintaining school environments in which students, staff, parents, and others feel safe. To this end, the ISD has established a Violence Threat Risk Assessment (VTRA) protocol for responding to student threats/high-risk behaviour. If necessary, an intervention plan may be developed. This process is designed to promote the emotional and physical safety of all.

### **MEDICATION POLICY**

The following is the School Board policy regarding the administration of medication:

Non-prescription drugs are considered to be medication and should not be administered by school staff.

\*\* If, under exceptional circumstances, a child is required to take **prescribed medication** during school hours and the parent cannot be at school to administer the medication, the principal or his/her designate only will administer the medicine in compliance with the procedures that follow:

1. A written authorization by the parent or guardian is required before prescribed medicine can be given during the school day.
2. The medicine bottle must carry the official label from the pharmacist stating the child's name, physician's name, the name of the drug, the dosage to be administered and if possible, the time of day it is to be given.
3. It is the responsibility of the parent or guardian to see that the medication is delivered safely to the school office.
4. The medication must be kept in a safe place in the school and administered by the principal or his/her designate.
5. We encourage asthmatic students to keep and be responsible for their own ventilators.

### **STORM DAY PROCEDURES**

Parents/Guardians are requested to listen to the radio, check the divisional website, and answer the school messenger phones calls early in the morning in the event of incimate weather/-40 temp. or -45 with wind-chill, to determine whether the school will be closed on that day.

**If the school is closed, the buses will not run.**

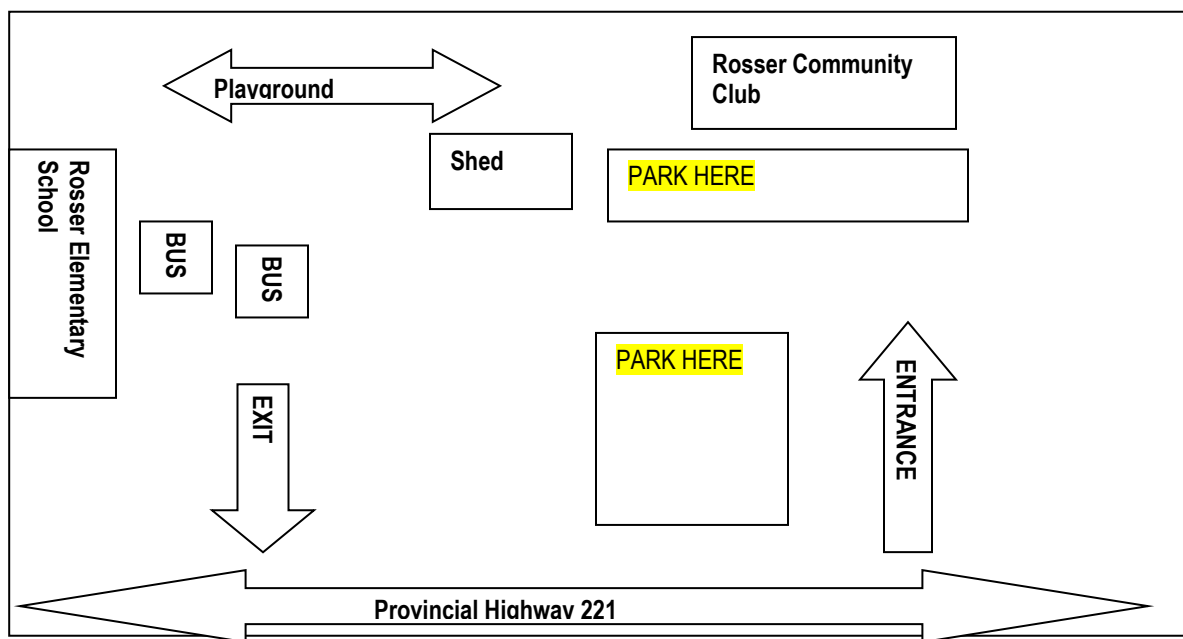
If it should become necessary to close the school and send the students home early, we ask that parents/guardians be sure the school has the name of a person, preferably on the same bus route, to whom we can send their child in case parents are not at home.

### VISITOR PARKING WHEN SCHOOL BUSES ARE PRESENT

Parents are reminded that vehicle movement in the parking lot is prohibited when school buses are present.

If you need to pick your child up at the end of the day, please park your car by the community club or the parking lot entrance. Then walk to the school to collect your child.

Please see the diagram shown on the following page:



### ACCIDENT PROCEDURES

Our staff will attend to any student who receives a minor scrape, cut, or bruise. Should a child receive a more serious injury, the following procedure is followed:

- Parents/guardians or the designated emergency contact person will be notified. If possible, they will transport the student to the doctor or hospital if necessary.
- Should no one be available for us to contact, we will transport the student to the hospital indicated on the student information sheet.
- Should we feel that an ambulance is required, **we will not hesitate to call one.**

### SCHOOL SAFETY

To help ensure the safety of our students, certain potentially dangerous areas are out-of-bounds without supervisor permission. These areas include the furnace room, staff room, custodian's room, and the parking lot.

## **FIRE DRILLS, LOCKDOWNS, AND HOLD AND SECURE**

**Fire Drills:** Fire drills and evacuation procedures are practiced at least 10 times during the year to familiarize the students with fire procedures. In case of emergency, students are expected to wear shoes in the building at all times.

- If a situation arises whereby the students cannot return to the school, they will be evacuated to the Rosser Central Community Centre.

**Lock Downs:** Lock down procedures are practiced at least twice a year to familiarize students with lock-down procedures. Parents will be notified following a lock-down practice.

- **A Lockdown is where all classrooms are locked and students are asked to move to a safe place away from all windows and doors.**

**Hold and Secure:** Hold and Secure procedures are practiced at least once throughout the year.

- **A Hold and Secure is where all external doors are locked, any breaks would be taken indoors and classes continue as normal**

## **TORNADO DRILLS**

Every year, Rosser receives at least one Tornado Watch/Warning, which has necessitated a more comprehensive evacuation plan.

In the event of a Tornado Watch, we monitor the weather both visually and with Environment Canada. When we receive a Tornado Warning we evacuate the children from the school. Evacuation consists of all children and staff relocating to the basement of the Rosser United Church. We carry cell phones and are in communication with the following: The Interlake School Division Senior Administration, Grosse Isle School, RCMP, Rosser Municipality Office, and often the Division Bus Garage, depending on the time of day of the warning.

In discussions with Emergency Measures personnel, we determined that the church is the safest place for your children. We can move everyone from the school into their safe positions at the church in under 5 minutes. We practice this drill every year in both the fall and the spring. If the evacuation happens during the day and there is time, we will send a letter to you explaining what has happened. We will not be communicating directly to parents during the evacuation unless we are unable to send the children home on the bus.

## **EMERGENCY PREPAREDNESS PLAN**

Each September, Rosser Elementary School completes and updates an Emergency Preparedness Plan. If there are any questions about emergency plans, please visit our website or contact the school.

***Thank you for supporting Rosser Elementary  
School!***