

# ROSSER SCHOOL STUDENT HANDBOOK 2018-2019



*Developing a growth mindset*

**Rosser Elementary School  
Box 130  
Rosser, MB R0H 1E0  
Phone: (204) 467-2717**

## **PURPOSE**

The purpose of this booklet is to acquaint parents with the Interlake School Division / Rosser school staff, programs, and general procedures.

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, Board Chair  
Sharon Baker Sally Cook  
Fran Frederickson John Hueging  
David Harcus Cindy Brad  
Darci Loehmer Sandra Wiebe

## **ROSSER SCHOOL STAFF**

**Principal:** Mark Lawson

### **Teachers**

Mr. Lawson ([mlawson@isd21.mb.ca](mailto:mlawson@isd21.mb.ca)) Grade 1 & 2 Math; Phys Ed; Guidance

Mrs. Daigneault ([jdaigneault@isd21.mb.ca](mailto:jdaigneault@isd21.mb.ca)) Grade 1 & 2 ELA, Math; Social/ Science; Art & French; Grade 1-4 Music.

Ms. Anderson ([sanderson@isd21.mb.ca](mailto:sanderson@isd21.mb.ca)) Grade 3 & 4 ELA, Math; Social Studies; French; Resource

Mr. Brown ([jbrown@isd21.mb.ca](mailto:jbrown@isd21.mb.ca)) Grade 3 & 4 Science, Art, Phys Ed & Math

Ms. Stoesz ([kstoesz@isd21.mb.ca](mailto:kstoesz@isd21.mb.ca)) Kindergarten

### **Support Staff**

Michaela France ([mfrance@isd21.mb.ca](mailto:mfrance@isd21.mb.ca)) Admin Assistant  
Joanne Braun Librarian/Educational Assistant  
Kathy Kosc Education Assistant  
Sheila Taylor Custodian

## **DAILY ROUTINE**

8:20 am - 8:50 am	Buses arrive & Morning Activity Break
9:00 am	Assembly
9:00 am - 10:40 am	Morning Classes
10:40 am - 11:00 am	Morning Nutrition Break
11:00 am - 11:25 am	Outdoor Activity Time
11:25 am - 1:05 pm	Classes Resume
1:05 pm - 1:25 pm	Afternoon Nutrition Break
1:25 pm - 1:50 pm	Outdoor Activity Time
1:50 pm - 3:30 pm	Afternoon Classes
3:30 pm	Grosse Isle Bus Students & Rosser Town students are dismissed.
4:00 pm	Rosser Bus Students are dismissed

## **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 CALENDAR & NEWSLETTER**

School calendars and bimonthly newsletters are emailed to each family who has access to emails. Hard copies of school calendars and monthly newsletters can be sent to those families who prefer to receive paper copies. Being conscious of the environment is important to us. A way in which we can help support the environment is to reduce paper consumption.

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. For example: you can read the monthly newsletter, check out the monthly calendar, and see the Year at a Glance (also attached on the next page).

**Rosser School**  
**YEAR AT A GLANCE - 2018 - 2019**

**SEPTEMBER**

- September 4 - No School - Admin/PD Day
- September 5 - First Day of Classes for Grade 1 - 4 students, and K interviews
- September 7 - First Day of Classes for Kindergarten students
- September 12 – RCMP Social Media Presentation @ 5:30pm at Grosse Isle School
- September 14 – Terry Fox Run at Rosser School 2.30 pm
- September 17 – Life Touch School Picture Day 9:00 a.m.
- September 19 - Early Dismissal - 2:30 p.m.
- September 20 - Open House 4:00 - 5:00, BBQ - Meet 'n Greet, REPAC Meeting @ 5:30 p.m.

**OCTOBER**

- October 2 - Grade 4 to Oak Hammock Marsh
- October 5 - In Service Day – No Classes
- October 8 - No School – Thanksgiving
- October 11 - Community Building Day at Grosse Isle School
- October 17 - Early Dismissal - 2:30 p.m.
- October 18 - Progress Conversation – includes Goal Setting
- October 19 - In Service Day – No Classes
- October 31 - Kindergarten Day (Oct. 31<sup>st</sup> and Nov. 1<sup>st</sup> were switched due to Halloween)
- October 31 - Halloween Parade and Classroom parties

**NOVEMBER**

- November 1 - No Kindergarten (Oct. 31<sup>st</sup> and Nov. 1<sup>st</sup> were switched due to Halloween)
- November 8 - Remembrance Day Service a.m.
- November 12 - Life Touch Retakes @ 9:00 a.m.
- November 21 - Early Dismissal - 2:30 p.m.
- November 19 - In Service Day – No Classes
- November 30 - Term I Report Cards

**DECEMBER**

- December 20 - K - 4 Christmas Concert, Grosse Isle Hall
- December 21 - Christmas Activities in the morning for Grade 1-4 students (Last day of classes)

**JANUARY**

- January 7 - First Day of Classes for Gr. 1 – 4 students (Day 2)
- January 16 - Early Dismissal - 2:30 p.m.

**FEBRUARY**

- February 1 – In Service Day – No Classes
- February 18 - No School - Louis Riel Day
- February 19– Progress Conversations Term II
- February 20 - Early Dismissal - 2:30 p.m.

**MARCH**

- March 4 – In Service Day – No Classes
- March 15 - Report Cards Term II
- March 20 - Early Dismissal - 2:30 p.m.
- March 22 – Last Day of Classes before Spring Break
- March 25 – March 29 - Spring Break Week

**APRIL**

- April 1 - Classes Resume
- April 17 - Early Dismissal - 2:30 p.m.
- April 18 – Portfolio Evening
- April 22 – In Service Day – No Classes

**MAY**

- May 6 – In Service Day – No Classes
- May 15 - Early Dismissal - 2:30 p.m.
- May 20 - No School - Victoria Day

**JUNE**

- June 26 – Field/Tabloid Day
- June 27 - Last Day of Classes for all students - Report Cards Go Home
- June 28 - Admin/P.D. Day

## **THE 6-DAY CYCLE**

Our school operates on a 6-day cycle. This year, Wednesday, September 5th starts our cycle at Day 1. Please note that Kindergarten students start school on Friday, September 7th, and that they attend school day's 1, 3, and 5 for a full day. Our Grade 3/4 class attends Grosse Isle School gym on Day 2.

## **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 for a day or two, 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.

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

If you need to inform the school of a change that affects your child/children at the end-of-the-day dismissal, please send a note in your child's agenda and an email to the class teacher, copied to Mrs. France and Mr. Lawson or call the school (204-467-2717). Our secretary, Michaela France, is in the office 8:00 – 11:30, and Mr. Lawson is in and out of the office throughout the day. If you are unable to connect with a member of staff, you can leave a phone message. We do try to check phone messages before buses arrive to make sure there have been no changes to home time routines.

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 about any changes in contact information for students. This may include changes in address or numbers.

If parents/guardians will 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 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. A portfolio night is planned in April to showcase some of the students learning. 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 School provides the provincially approved curriculum courses in English Language Arts, Mathematics, Science, Social Studies, French, Music, 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 for grade 3/4's going to Grosse Isle gym or 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).

## **VOLUNTEERS**

Volunteers are an important part of school life, and we appreciate having volunteers in school. If you are interested and/or available to volunteer, please contact your child's teacher, or our secretary - Michaela France, at the school (204-467-2717). (Please note that division policy requires new volunteers to undergo a security check before working in the school).

## **SCHOOL LIBRARY**

Students are encouraged to take out books from our school library. Each student is given a heavy duty zip-lock bag for their library book to protect the books from water damage - such as leaky lunches or wet mitts. They need to return their library books in this bag. (Please note that there will be a fee for any lost or damaged books.)

## **BOOKMOBILE**

The South Interlake Regional Library's (SIRL) bookmobile visits Rosser School every three weeks so that our students have access to a variety of books. This service is free to those students who live in the R.M. of Rosser and R.M. of Rockwood. Please note that there is a \$0.25 fine for overdue books, and that SIRL will ask your child to pay for any lost or damaged books.

## **LUNCH PROGRAM**

The Rosser Elementary Parent Advisory Council (R.E.P.A.C.) offers a lunch program during the school year. They are always looking for volunteers to help serve lunch. If you're interested and available, please call the school and we'll direct you as to how to get in touch with the appropriate people. Lunch forms are sent home with your child. Please ensure that your order is in by the due date.

## **MILK PROGRAM**

Forms are sent home approximately every month for pre-ordering and pre-paying of milk. Children are able to purchase a carton of milk, white or chocolate, for both of the nutrition breaks. The price is based on the cost of milk.

## **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.

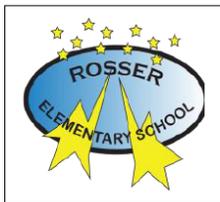
Students, with the help of their teachers, work on creating a set of classroom beliefs at the beginning of the school year. Articulating classroom beliefs are part of a restitution program because it defines acceptable and unacceptable behaviors in the classroom. The idea is that if you believe in something,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

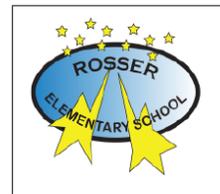
See the next page for examples of above the line, below the line, and bottom line behaviors.

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

<b>What the Teacher Can Do ...</b>	<b>What the Student Can Do...</b>
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.



# Rosser Elementary School



## 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



## **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 on stormy days to determine whether the school will be closed on that day (-40 temp. or -45 with wind-chill)

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

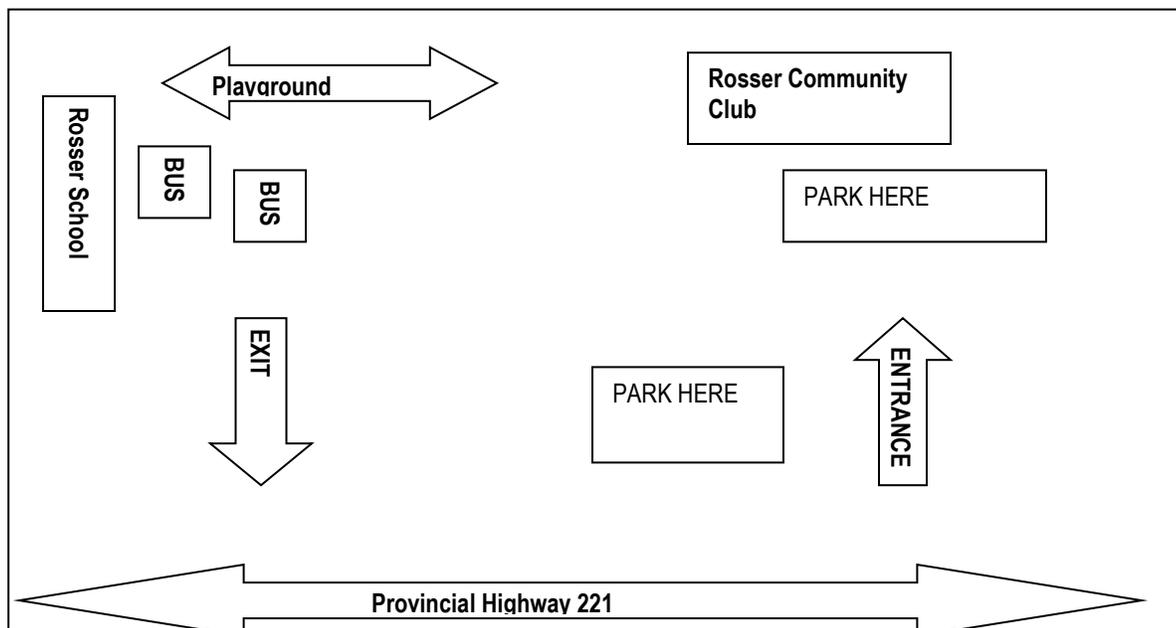
If it should become necessary to close the school and send the students home early, we ask that parents/guardians be sure the school has the name of a person, preferably on the same bus route, to whom we can send their child in case parents are not at home.

### 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 below:



### 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 United Church.

**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**

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

## **EARLY DISMISSALS**

As part of an ongoing effort to improve achievement for our students, the Interlake School Division has one-hour early dismissals eight (8) times per year.

Early dismissals will provide the opportunity for regular teacher group meetings at the school level. These meetings will focus on further development of instructional strategies to enhance student learning in all our schools.

On early dismissal days, students will be dismissed one hour earlier than the school's normal dismissal time, at 2:30pm.

### **2018-2019 Early Dismissal Schedule:**

- September 19
- October 17
- November 21
- January 16
- February 20
- March 20
- April 17
- May 15

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