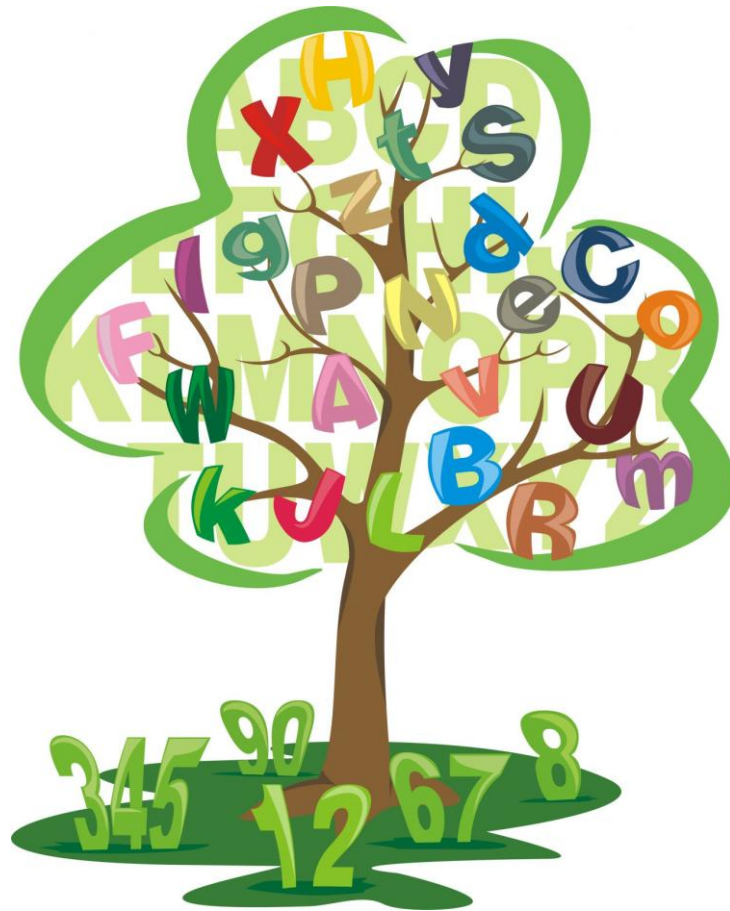


ROSSER ELEMENTARY SCHOOL STUDENT HANDBOOK 2025-2026



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.

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
Assistant Superintendent

Margaret Ward
Tyler Moran

Board Members

Alan Campbell
Francois Uhres
John Hueging
Bridget Yablonski

Gord Greasley
Sally Cook
Victoria Schindle

ROSSER ELEMENTARY SCHOOL STAFF

Principal: Josh Harrison

Teachers

Mr. J. Harrison (jharrison@isd21.mb.ca)

Grades 3-4 Social Studies; Gr. 4 Math; Guidance;
Early Literacy.

Ms. J. Daigneault (jdaigneault@isd21.mb.ca)

Grade 1/2 ELA, Math, Science; Grades 1-4 Music;
Grades 1-4 Art.

Ms. S. Anderson (sanderson@isd21.mb.ca)

Grade 3/4 ELA, Grade 3 Math; Grade 1-2 Social
Studies; Grades 1-4 French; Resource.

Mrs. T. Ross (tross@isd21.mb.ca)

Kindergarten

Mrs. A. Mulligan (amulligan@isd21.mb.ca)

Literacy Support; Grade 3/4 Science; Grades 1-4
Phys Ed & Health

Support Staff

Mrs. L. Van de Kerckhove
(lvandekerckhove@isd21.mb.ca)

Administrative Assistant/Educational Assistant

Mrs. J. Braun
Mrs. A. MacFarlane
Mrs. L. Van de Kerckhove
Mrs. M. Manchulenko

Librarian/Educational Assistant
Educational Assistant
Educational Assistant
Custodian

DAILY ROUTINE

| | |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:20 - 8:45 | Morning Arrival & Outdoor Activity Time <ul style="list-style-type: none">• Staff Supervision of Students begins at 8:20 am, please remain with your children if you arrive prior to this time• First Busses Unload at 8:20am• Second Bus Time at 8:45am |
| 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 - 10:45 | Morning Nutrition Break (K-4) |
| 10:45 - 11:05 | Morning Outdoor Break (K-4) |
| 11:05 - 12:45 | Middle Block of Classes |
| 12:45 - 1:10 | Afternoon Nutrition Break (K-4) |
| 1:10 - 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 |
| 3:35 | 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 or a phone call.

Further information regarding Interlake School Division's policies and procedures concerning school attendance can be found on the divisional website under AP3170 – School Attendance ([link](#)).

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.

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

Rosser Elementary School – Year at a Glance 2025-2026

SEPTEMBER

| | |
|--------------|-------------------------------------------------------------------|
| September 2 | - In Service Day (No Classes) |
| September 3 | - In Service Day (No Classes) Open House 4:30 – 6:00. |
| September 4 | - First Day of Classes for Grade 1 - 4 students, and K interviews |
| September 8 | - First Day of Classes for Kindergarten students |
| September 29 | - In Service Day (No Classes) |
| September 30 | - Truth and Reconciliation Day (No Classes) |

OCTOBER

| | |
|------------|---------------------------------------------------------|
| October 10 | - Lifetouch Pictures |
| October 13 | - Thanksgiving (No Classes) |
| October 21 | - Term 1 Progress Conversations |
| October 24 | - Inservice Day (No Classes) |
| October 30 | - Halloween Concert, Halloween Activities, Dress Up Day |
| October 31 | - Pajama Day |

NOVEMBER

| | |
|-------------|--------------------------------|
| November 10 | - Inservice (No Classes) |
| November 11 | - Remembrance Day (No Classes) |

DECEMBER

| | |
|-------------|-------------------------------------------|
| December 5 | - Lifetouch Picture Re-Takes |
| December 12 | - Term 1 Report Cards go Home |
| December 17 | - Christmas concert day. |
| December 19 | - Last Day of Classes before Winter Break |

JANUARY

| | |
|-----------|----------------------------------------|
| January 5 | - First Day of Classes of the New year |
|-----------|----------------------------------------|

FEBRUARY

| | |
|-------------|---------------------------------|
| February 2 | - Inservice Day (No Classes) |
| February 16 | - Louis Riel Day (No Classes) |
| February 17 | - Term 2 Progress Conversations |

MARCH

| | |
|---------------------|--------------------------------------------------------------------------------|
| March 2 | - In Service Day (No Classes) |
| March 27 | - Last Day of Classes before Spring Break. Term 2 Report Cards go Home. |
| March 30 to April 3 | - Spring Break |

APRIL

| | |
|---------|-------------------------------------|
| April 6 | - Classes Resume after Spring Break |
|---------|-------------------------------------|

Rosser Student Handbook 2025-2026

April 20 - In Service Day (No Classes)

MAY

May 11 - In Service Day (No Classes)
May 18 - Victoria Day (No Classes)
May 21 - Kindergarten Orientation Evening for 2026-2027 School Year

JUNE

June 26 - Grade 4 Farewell K – 4 Term 3 Report Cards go Home. Last day of classes for Kindergarten
June 29 - Last Day of Classes for grade 1 to 4 students.
June 30 - Admin/PD Day (No Classes)

THE 6-DAY CYCLE

Our school operates on a 6-day cycle. This year, **Thursday, September 4th** starts our cycle at Day 1. Please note that Kindergarten students start school on **Monday, September 8th**, 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!

RIDING THE SCHOOL BUS

For many of our students, riding the bus is a daily occurrence as they travel to and from school. Others may only ride the bus when we attend field trips. Please review the important information below with your child to ensure they know what to expect when riding the bus:

- The bus driver will outline the expected behaviours while riding the school bus, students are responsible for following those expectations.
- The bus driver has the right to assign seats.
- Students are expected to be at their pick up point five minutes prior to their scheduled pick up time.
- Extra students may only be transported at the discretion of the bus and requires prior approval by way of a note from a parent/legal guardian.

For additional information about bus ridership, please visit the Interlake School Division website and navigate to AP-9050 Bus Ridership Expectations. ([link](#))

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 mailbag and/or an email to the class teacher, copied to Mrs. Van de Kerckhove and Mr. Harrison or call the school (204-467-2717). Our secretary, Mrs. Van de Kerckhove, is in the office on even 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.

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 is locked at all times. When you arrive at the school, please ring the buzzer or the doorbell located on the right side of the front door, and we will greet you as soon as we can. There are times when we do not have any staff in the office, so it may take a moment for us to get to the door. If no one answers, please continue to ring the bell until someone arrives. Thank you, in advance, for your patience!

VISITORS 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 December, March, and June. The Report Card provides a snapshot of current student mastery in each subject area and contains comments from teachers outline student strengths, challenges and next steps for growth.

Progress Conversations are held in October and February. Progress conversations include the student, parent and teacher. They provide an opportunity for students to share their goals in their learning, as well as a forum for conversation about current progress towards learning targets.

Parents are encouraged to contact the school if they have any concerns or questions about their child's progress. The classroom teacher is the first point of contact with any questions regarding programming or your child's progress. See the staff listing for a breakdown of which teachers teach each subject.

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.

Student Services – Learning Support is 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 learning support 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.

CELL PHONES

ISD students have the right to learn in environments with limited distractions and where the potentially harmful impacts of cell phones and other personal devices are minimized.

In alignment with provincial guidelines and our responsibility for fostering safe, caring, and respectful and inclusive schools, students are not permitted to use cell phones or other personal devices during school hours, including breaks and lunch.

Students requiring a cell phone or other personal devices during school hours for specific educational or medical needs, outlined in a student-specific plan, will be granted access by the school Principal as necessary.

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

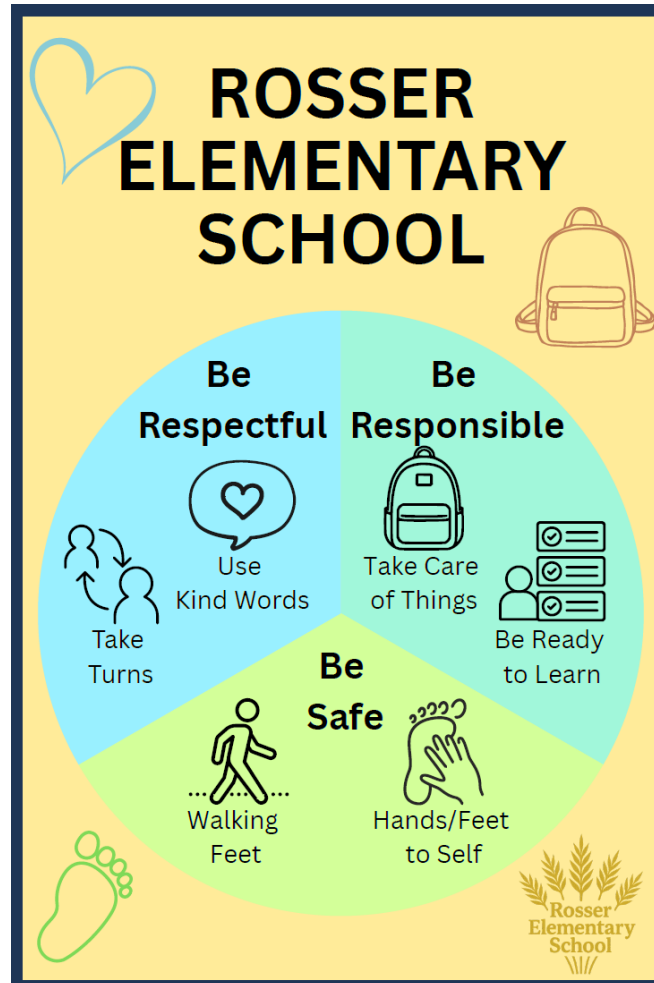
The South Interlake Regional Library's (SIRL) bookmobile will visit Rosser Elementary School monthly and provide additional books for students to choose from. Bookmobile dates at the school are shared on the monthly calendar. Classroom teachers will receive books and dedicate time for students to view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

RESTITUTION APPROACH TO SCHOOL DISCIPLINE

Restitution, a term introduced by Diane Gossen, M.Ed., is a program that promotes self-discipline in students. It is used in schools worldwide to build strong home-school partnerships, focus on solutions, and create safe, supportive classrooms. Restitution is about creating conditions where students can repair mistakes, restore relationships, and return to the group stronger.

At the beginning of each school year, students and teachers work together to create classroom beliefs. These beliefs help define acceptable and unacceptable behavior. When students believe in and contribute to these shared values, they are more motivated to act in ways that support them.

Restitution does not mean there are no consequences. Certain behaviors require clear and consistent responses. Consequences are part of a learning-focused process that helps children take responsibility for their actions. Through this process, students grow as respectful, responsible, and safe members of our community—values that connect directly to our school's Behaviour Expectations (pictured below)



Below are some ways that the restitution collaborative process could look.

| What the Teacher Can Do ... | What the Student Can Do... |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Direct the student to a place where he/she can cool-down and refocus. | Use the cool-down time to allow their body to calm down. Make the situation right. |
| Help the student plan how to make up lost time. | Complete any unfinished work during agreed 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. |

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.

The next two pages are excerpts the Interlake School Division's Administrative Procedure regarding Violent Threat Risk Assessment. You can find AP 4200 [here](#). Please read the Fair Notice below to familiarize yourself with the VTRA process.

Appendix B
VTRA - Fair Notice to Parents

Interlake School Division

Student Violence Threat Risk Assessment (VTRA) - Fair Notice to Families

The Interlake School Division is committed to creating and maintaining school environments in which students, staff, parents/guardians/caregivers, and others feel safe. Schools cannot ignore threats of violence.

What is a threat?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the internet, or made by gesture.

Duty to report

To keep school communities safe and caring, staff, parents/guardians/caregivers, students and community members must report all threat-related behaviours to the school principal.

What is the purpose of a student threat assessment?

The purposes of a student threat assessment are:

- To ensure and promote the emotional and physical safety of students, staff, parents, the student making the threat, and others.
- To ensure a full understanding of the context of the threat.
- To understand the factors contributing to the person of concern's (threat maker's) behaviour.
- To be proactive in developing an intervention plan that addresses the emotional and physical safety of the person of concern.
- To promote the emotional and physical safety of all.

What behaviours warrant a Student Violence Threat Risk Assessment to be initiated?

A student threat assessment will be initiated for behaviours including, but not limited to:

- Verbal/written threats to harm/kill others ("clear, direct and plausible")
- Threats made via social media to harm, kill or cause serious property damage
- Serious violence or violence with intent to harm and kill
- Indicators of suicidal ideation as it related to fluidity (homicidal/suicidal)
- Weapon possession (including replicas)
- Bomb threats (or possession/detonation of devices)
- Hate incidents motivated by factors including but not limited to: race, culture, religion, and/or sexual orientation
- Sexual intimidation, sextortion, extortion or assault
- Domestic, interpersonal, relational violence
- Gang-related intimidation and violence
- Fire setting (contextual)

What Do Parents and Students Need to Know:

- Any threats must be reported to the school principal.
- Investigation may involve divisional staff, police, and other community agencies.
- Investigation may involve locker or property searches.
- Interviews will be held with the person of concern and other students or adults who may have information about the threat.
- Parents/guardians of the students who are directly involved will be notified.
- Threatening behaviour may result in disciplinary action.
- An intervention plan may be developed for the student making the threat and support plan developed for any individuals targeted by threats.
- It is important for all parties to engage in the VTRA process. If, for some reason, the threat maker or their parent/guardian are reluctant to participate in the process, the process will continue to ensure a safe and caring learning environment.

Collection Notice

The school division is subject to personal information privacy laws and will undertake the collection of this information in compliance with the requirements of such laws, including by limiting collection to information that is relevant and necessary to address a risk or threat and by ensuring that information is collected from publicly available open source social media sites. Interlake School Division will not collect information as part of a threat assessment unless there is a reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to law enforcement authorities in appropriate circumstances.

For more information regarding the threat/risk assessment process please visit the North American Center for Threat Assessment and Trauma Response website at: www.cctatr.com

MEDICATION POLICY

Administration of Medication

The Interlake School Division strives to ensure safe, supportive environments for all students, including those who require medication during the school day. While families are encouraged to administer medication outside school hours whenever possible, the school will support administration during the day when necessary, provided all procedures are followed.

1. **Authorization Required** – A *Request to Administer Medication Form* must be completed by the parent/guardian each school year, or whenever the prescription changes. This form must include the prescription, dosage, method of administration, expected reactions, and required signatures from the parent/guardian and pharmacist.
2. **Prescription & Non-Prescription Medication** – These procedures apply to both prescription and over-the-counter medications. Over-the-counter medications will only be administered if accompanied by physician instructions and in the original container with a pharmacy label.
3. **Delivery & Storage** – Parents/guardians are responsible for safely delivering medication to the school office. All medication will be kept in a secure, designated location (locked storage or refrigerator if required), except for urgent-use medications such as inhalers or EpiPens, which must be carried by the student or supervising adult.
4. **Administration** – The Principal or a designated staff member will administer medication. A *Medication Administration Record* will be maintained, documenting the date, dosage, person administering, and any observations.
5. **Field Trips & Offsite Activities** – Students requiring medication may participate in offsite activities. Medication procedures will be adapted as needed in consultation with families.
6. **First Aid** – Staff may administer acetaminophen (e.g., Tylenol) only with prior written or immediate verbal consent from a parent/guardian. ASA (e.g., Aspirin) will not be used due to allergy risks.

Parents/guardians must notify the school immediately if medication is no longer required, replace expired medication, and arrange safe disposal if necessary.

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 inclement 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.

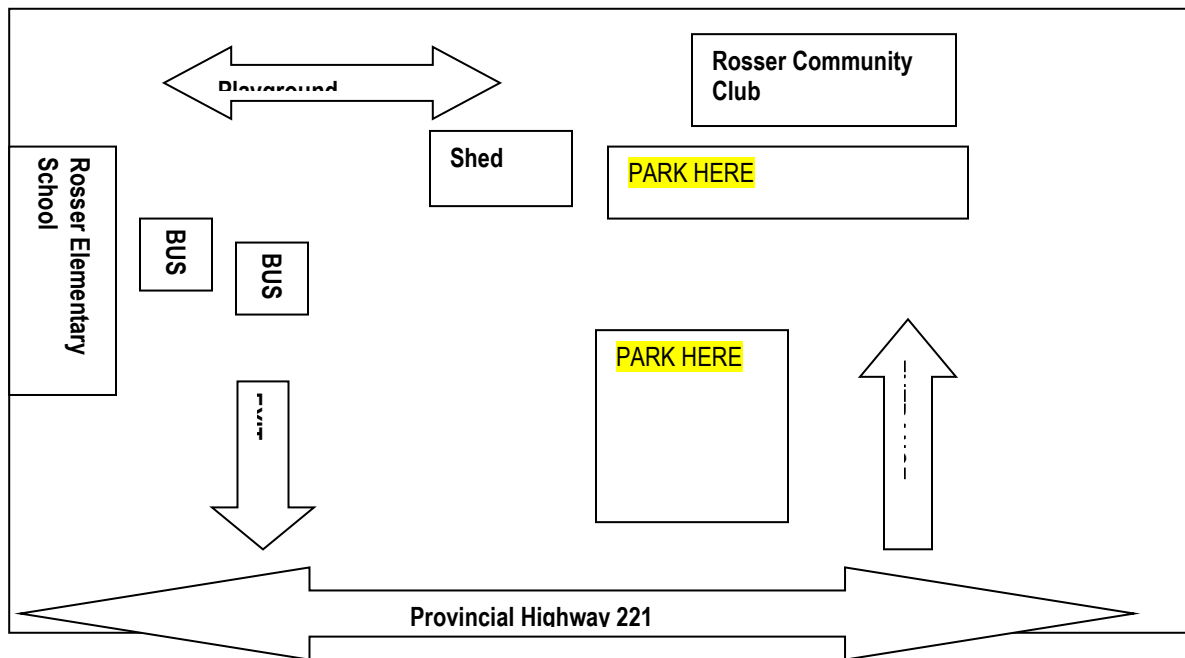
If it should become necessary to close the school and send the students home early, we ask that parents/guardians be sure the school has the name of a person, preferably on the same bus route, to whom we can send their child in case parents are not at home.

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. 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!***