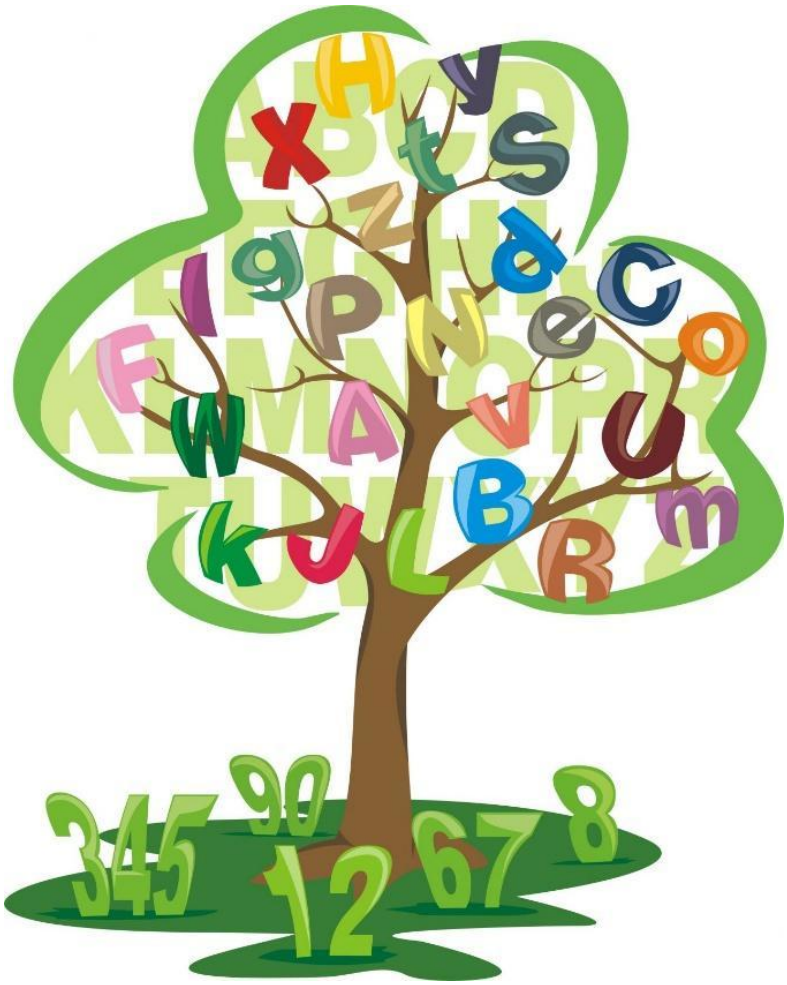
ROSSER ELEMENTARY SCHOOL

STUDENT HANDBOOK

2026-2027



Rosser Elementary School

28E PR 221, Rosser, MB R4B 0C6

Phone: (204) 467-2717

rosser.interlakesd.ca

Welcome to Rosser

Welcome to Rosser Elementary School! I am so excited to begin the 2026-2027 school year with our students, families, and staff. Rosser is a caring and connected school community, and we are committed to making sure every child feels safe, supported, included, and excited to learn.

This handbook brings together important information about school routines, communication, programs, expectations, and safety procedures. Please keep it as a reference throughout the year. Strong partnerships between home and school make a meaningful difference for children, and families are always encouraged to reach out with questions, concerns, or ideas.

I am looking forward to a wonderful year of learning, growth, connection, and fun together!

Mrs. J. Ellis
Principal

Purpose of This Handbook

This handbook is designed to help families become familiar with Rosser Elementary School staff, programs, routines, expectations, and general procedures. If you have questions, concerns, or comments about the school, this handbook, or your child, please contact us at (204) 467-2717.

School Contact	Online
28E PR 221 Rosser, MB R4B 0C6 (204) 467-2717	School website: rosser.interlakesd.ca Division website: interlakesd.ca

Interlake School Division

Superintendent/CEO	Tyler Moran
Assistant Superintendent	Jennifer McGowan

Board Members

Gord Greasley | Francois Uhres | Sally Cook | John Hueging | Victoria Schindle | Bridget Yablonski

Rosser Elementary School Staff

Principal

Mrs. J. Ellis

Teachers

Staff Member	Teaching Assignment
Mrs. J. Ellis	Principal; Grades 3-4 Social Studies; Grade 4 Math; Guidance; Early Literacy
Mrs. J. Daigneault	Grade 1/2 ELA, Math, Science; Grades 1-4 Music; Grades 1-4 Art
Ms. S. Anderson	Grade 3/4 ELA; Grade 3 Math; Grade 1-2 Social Studies; Grades 1-4 French; Resource
Mrs. T. Ross	Kindergarten
Mrs. A. Mulligan	Literacy Support; Grade 3/4 Science; Grades 1-4 Physical Education & Health

Support Staff

Mrs. L. Van de Kerckhove	Administrative Assistant
Mrs. J. Braun	Librarian / Educational Assistant
Mrs. A. MacFarlane	Educational Assistant
Mrs. M. Kaur	Educational Assistant
Vacant	Educational Assistant
Mrs. M. Manchulenko	Custodian

A quick note for families

Staff assignments may occasionally shift during the year to best support student needs. The school will communicate any significant changes with families.

Daily Routine

Time	Routine
8:20 - 8:45	Morning Arrival & Outdoor Activity Time Staff supervision begins at 8:20 a.m. Please remain with your child if you arrive earlier. First buses unload at 8:20 a.m.; second bus time is 8:45 a.m.
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 / Dismissal
3:35	First Bus Arrives (Shuttle to GI)
3:50	Second Buses Arrive

Absenteeism and Lateness

Consistent attendance and punctuality are important to student success. Being an active participant in class helps students understand learning goals and how to achieve them, while also reinforcing the value of education.

There may be times when your child is unable to attend school. If this happens, please notify the school by email or phone. Further information about school attendance is available on the Interlake School Division website under AP3170 - School Attendance.

School Communication

The Rosser Elementary School website includes news updates, calendars, permission forms, and Parent Portal access. The Interlake School Division website also provides divisional information and administrative procedures.

School website: https://rosser.interlakesd.ca/

Division website: https://www.interlakesd.ca/

Families can also expect regular email communication from the school and a monthly school calendar.

The 6-Day Cycle

2026-2027 Cycle Start

Thursday, September 10, 2026 begins our school cycle at Day 1. Kindergarten students begin school on Monday, September 14 and attend full days on School Days 1, 3, and 5.

Nutrition and Outdoor Activity Breaks

Outdoor breaks give students fresh air and physical activity during the school day. If you believe your child needs to remain 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 a parent/guardian.

At Rosser Elementary School, we believe healthy, nutritious food plays an important role in providing the energy children need to learn. Canada's Food Guide encourages plenty of vegetables and fruits, protein foods, and whole grain foods.

More information about healthy school food: Manitoba Healthy Schools - Food in Schools

Allergy Aware School

To help create a safe learning environment, please do not send snacks or lunches containing peanuts or tree nuts, including almonds, cashews, pistachios, walnuts, hazelnuts, pecans, and Brazil nuts. Thank you for helping keep Rosser Elementary healthy and safe!

Riding the School Bus

For many students, riding the bus is part of the daily school routine. Others may ride only for field trips. Please review these expectations with your child:

- The bus driver will outline expected behaviour. 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 before their scheduled pick-up time.
- Extra students may only be transported at the discretion of the bus and require prior approval through a note from a parent/legal guardian.

For additional information about bus ridership, please visit the Interlake School Division website and review AP9050 - Bus Ridership Expectations.

Picking Your Child Up & Home-Time Changes

Please inform the school of any change that affects your child at end-of-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 email the class teacher and school office, or call the school at (204) 467-2717. We do our best to check messages before buses arrive; however, messages received after 2:00 p.m. regarding a same-day change may not be received in time.

If you have indicated that someone else will pick up your child (for example, a relative or friend) and staff do not know that person, the individual may be asked to show identification.

Home Contact Information

Please provide the school with updated information whenever student contact information changes. If parents/guardians will be away, please provide backup caregiver information for emergencies.

Front Door Policy

Our front door is locked during the school day

When you arrive, please ring the buzzer/doorbell located on the right side of the front door. There are times when staff are not in the office, so it may take a moment for someone to answer. If no one responds right away, please ring again. Thank you for your patience.

Visitors in the School

Please check in at the office first if you are delivering something to your child or picking them up. It is important for us to know who is entering and leaving the building.

Assessment and Best Teaching Practices

Rosser Elementary School recognizes that effective assessment supports student learning and is an important part of strong teaching practice. Teachers use assessment for learning, as learning, and of learning to inform instruction, help students reflect on their work, and report progress to families.

Parents/guardians receive report cards in December, March, and June. Report cards provide a snapshot of current student learning in each subject area and include comments outlining strengths, challenges, and next steps for growth.

Progress Conversations are held in October and February. These conversations include the student, parent/guardian, and teacher and provide an opportunity to discuss learning goals and current progress.

School Curriculum and Programming

Curriculum

Rosser Elementary School provides provincially approved curriculum in English Language Arts, Mathematics, Science, Social Studies, French, Performing Arts, Physical Education/Health, 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 in developing programs and instructional strategies. Individual and/or group student assistance is available. Supports in Child Psychology, Social Work, Speech and Language, Physiotherapy, and Occupational Therapy are available to students/families who require these services and are accessed through the learning support teacher.

Guidance Counselling Services

Counselling services are provided to students in individual, group, and classroom formats as required.

Appropriate Dress and Footwear

We trust families to use good judgment regarding appropriate dress for school. Respectful dress helps support a school environment focused on learning.

- Clothing must allow students to participate fully and safely in school activities, including Physical Education.
- Students should have appropriate outdoor clothing for the season and weather.
- Students remove outdoor footwear when entering the school and wear clean indoor shoes during the school day. Please ensure indoor shoes have non-marking soles.
- Students are outside at arrival and during recess. During winter months, students may be outdoors in temperatures down to -29 C.

School Library & Bookmobile

Students are encouraged to borrow books from the school library to read in the classroom and, once take-home reading programs are established, at home.

The South Interlake Regional Library (SIRL) bookmobile visits Rosser Elementary School monthly and provides additional books for students. Bookmobile dates are shared on the monthly school calendar.

Volunteers

Volunteers are an important part of school life. Parents and community members are encouraged to participate in activities that support programs and student success, including field trips, reading support, clubs, and other school activities.

If you may volunteer at any point while your child attends Rosser Elementary School, please contact your child's teacher or the school office. We will help you complete the required steps:

- Criminal Record/Vulnerable Sector Check through the local RCMP or Winnipeg Police Service. The school can provide a volunteer letter so applicable fees may be waived.
- Child Abuse Registry Check, available through the school/division office.
- Pledge of confidentiality.
- Volunteer agreement kept on file at Rosser Elementary School.
- Respect in School training program.
- ICT Acceptable Use Agreement, when applicable.
- Volunteer orientation, including important safety procedures and a copy of the Volunteer Handbook.

Respect in School training: mbed-school.respectgroupinc.com

Once completed, these requirements remain valid for the duration of your child's time at Rosser Elementary School.

Cell Phones and Personal Devices

Interlake School Division 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.

During school hours

Students are not permitted to use cell phones or other personal devices during school hours, including breaks and lunch. Students who require a device for specific educational or medical needs identified in a student-specific plan may be granted access by the Principal as necessary.

Code of Conduct

Rosser Elementary School is committed to providing a safe, caring, respectful, and inclusive learning environment where all students feel a sense of belonging and are able to learn and grow.

All students, staff, parents/guardians, and visitors are expected to act in ways that support the safety, dignity, and well-being of others.

Our shared expectations

Be Respectful | Be Responsible | Be Safe

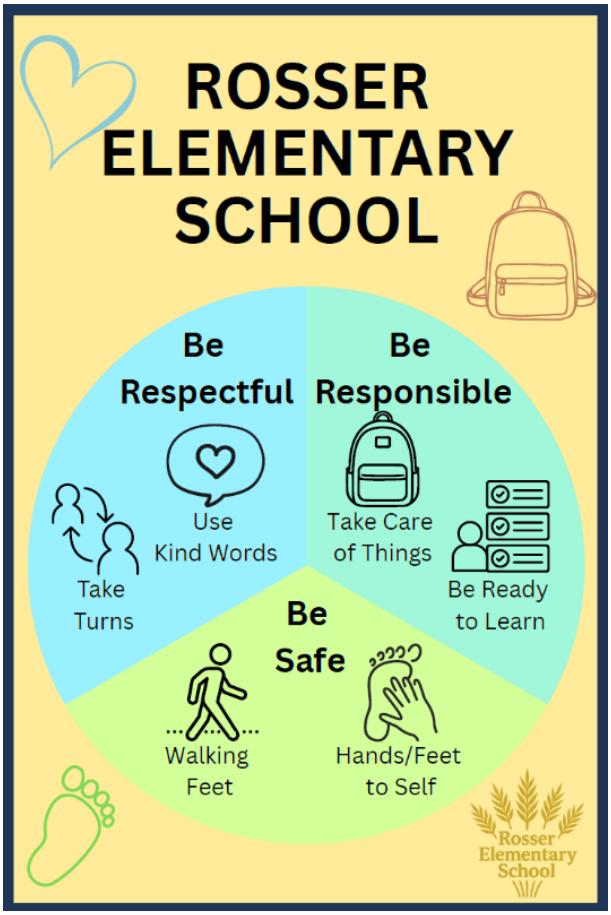
When behaviour does not meet expectations, the school responds using supportive, restorative, and developmentally appropriate interventions, with student learning and safety as the priority.

The Code of Conduct Applies

- During the school day
- On school transportation
- During school-related activities, including field trips and extracurricular activities
- To off-site or online behaviour that negatively impacts the school environment

Respect for Human Diversity

Rosser Elementary School is committed to creating a school environment where all individuals are treated with dignity and respect. Discrimination or harassment based on personal characteristics - such as race, ancestry, culture, religion, gender identity, sexual orientation, ability, or family background - is not tolerated. Behaviour that violates this expectation will result in school intervention and support.



Shared Responsibilities

Students

- Attend school regularly and on time
- Follow school expectations
- Participate in behaviour repair and learn from mistakes

Parents/Guardians

- Support school expectations
- Communicate with the school
- Work collaboratively to support student success

School Staff

- Provide a safe and caring environment
- Respond to behaviour with care, consistency, and fairness
- Support both students who are harmed and students who are learning to make better choices

Restitution Approach to School Discipline

Rosser Elementary School uses a Restitution approach to behaviour support. Restitution helps students understand the impact of their actions, repair harm done to others or the community, and learn better ways to behave in the future.

Restitution does not mean there are no consequences. Consequences are part of a learning-focused process that helps children take responsibility for their actions and grow as respectful, responsible, and safe members of our community.

What the Teacher Can Do	What the Student Can Do
Direct the student to a place where they can cool down and refocus.	Use cool-down time to allow their body to calm and make the situation right.
Help the student plan how to make up lost time.	Complete unfinished work during an agreed-upon time.
Talk with the student respectfully and ask questions that guide them to think about how to make it better.	Make a plan to prevent the behaviour from recurring and to repair harm.
Keep an open line of communication with parents/guardians and share concerns about inappropriate behaviour.	Explain what happened to a parent/guardian and the steps they will take to correct the behaviour and prevent it from happening again.

Behaviour, Safety & Digital Citizenship

Some behaviours compromise safety, respect, or responsibility and are considered bottom-line behaviours. When a student is unable or unwilling to repair harm, or when behaviour is serious in nature, additional levels of intervention may be required.

Behaviours That Interfere With Learning and School Safety

Certain behaviours interfere with learning and safety and require school intervention. These include, but are not limited to:

- Bullying or cyberbullying
- Harassment or discrimination
- Threats toward others or self
- Physical aggression or violence
- Theft or damage to property
- Possession or use of alcohol, cannabis, or illicit drugs
- Possession of a weapon
- Gang-related activity
- Harmful or inappropriate use of technology or online platforms

Online Behaviour and Digital Citizenship

Students are expected to use technology in ways that are safe, respectful, and responsible. Behaviour that occurs online or through digital tools - whether during or outside school hours - may be addressed by the school if it negatively impacts student safety, well-being, or the school environment.

- Cyberbullying
- Sharing or creating harmful digital content
- Misuse of AI-generated content
- Sharing personal information without consent
- Sending or receiving inappropriate messages or images

The school will work with families to support students in developing positive digital citizenship skills. Interventions will consider a student's age, stage of development, individual needs, and circumstances, and will focus on helping students learn safer and more respectful ways to behave.

Serious Behaviour and Due Process

When behaviour poses a significant safety concern, the school may implement further administrative actions, including suspension. Parents/guardians have the right to be informed and to participate in discussions regarding serious disciplinary decisions. Divisional administrative procedures guide all suspension and appeal processes.

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. ISD has established a Violence Threat Risk Assessment (VTRA) protocol for responding to student threats and 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 following two pages are excerpts from Interlake School Division Administrative Procedure AP4200 - Violence Threat Risk Assessment. Please review the Fair Notice information to become familiar 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

The Interlake School Division strives to ensure safe, supportive environments for students who require medication during the school day. Families are encouraged to administer medication outside school hours whenever possible. When medication is required during the school day, the following procedures apply:

1. Authorization Required

A Request to Administer Medication Form must be completed by the parent/guardian each school year, or whenever a prescription changes. The 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 prescription and over-the-counter medications. Over-the-counter medication will only be administered when accompanied by physician instructions and provided in the original container with a pharmacy label.

3. Delivery & Storage

Parents/guardians are responsible for safely delivering medication to the school office. Medication is kept in a secure designated location, except urgent-use medication 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 document 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

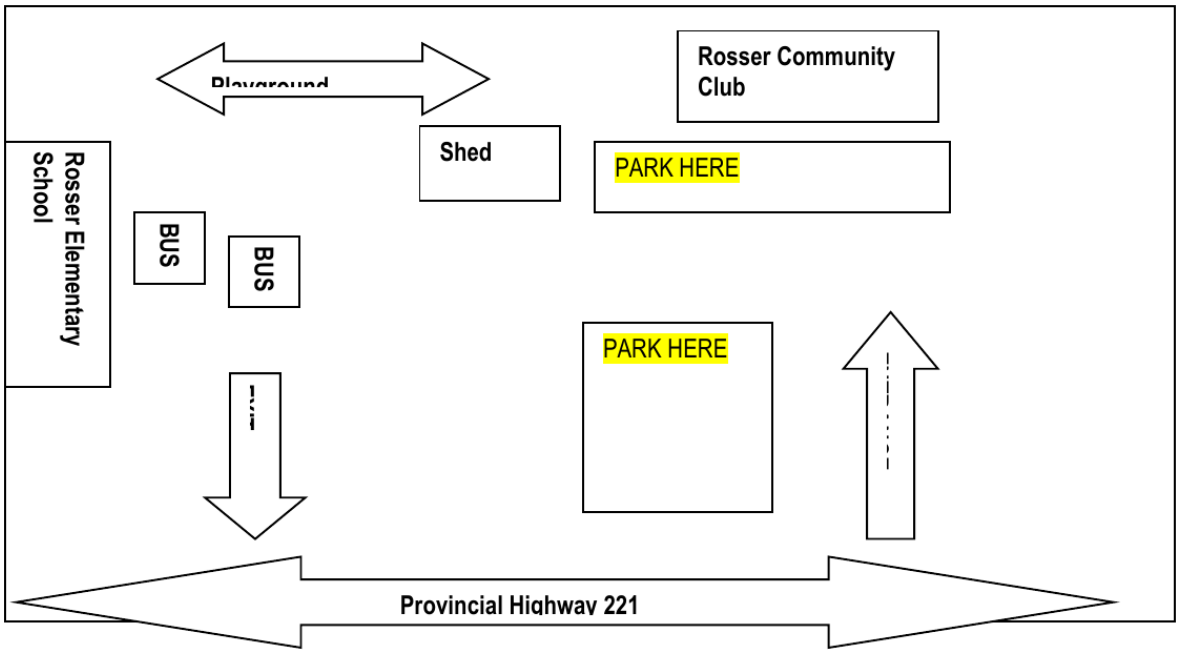
In the event of inclement weather, including temperatures of -40 C or a wind chill of -45 C, families are asked to listen to local radio, check the divisional website, and watch for SchoolMessenger calls early in the morning to determine whether school is closed. If the school is closed, buses will not run.

If it becomes necessary to close the school early and send students home, please ensure the school has the name of an emergency contact, preferably on the same bus route, who can receive your child if you are not at home.

Visitor Parking When School Buses Are Present

Parking lot safety

Vehicle movement in the parking lot is prohibited while school buses are present. If you are picking up your child at the end of the day, please park by the community club or near the parking lot entrance and walk to the school to collect your child.



Accident Procedures

Staff will attend to students who receive minor scrapes, cuts, or bruises. If a child receives a more serious injury, the following procedure is followed:

- Parents/guardians or the designated emergency contact will be notified. If possible, they will transport the student to a doctor or hospital if necessary.
- If no one is available to contact, the school will transport the student to the hospital indicated on the student information sheet.
- If staff believe an ambulance is required, one will be called immediately.

School Safety

To help ensure student safety, certain potentially dangerous areas are out of bounds without supervisor permission. These areas include the mechanical room, staff room, and parking lot.

Emergency Drills & Preparedness

Fire Drills

Fire drills and evacuation procedures are practiced at least 10 times during the year so students are familiar with emergency procedures. Students are expected to wear shoes in the building at all times. If students cannot return to the school, they will be evacuated to the Rosser Central Community Centre.

Lockdowns

Lockdown procedures are practiced at least twice a year. Parents/guardians will be notified following a lockdown practice. During a lockdown, classrooms are secured and students move to a safe place away from windows and doors.

Hold and Secure

Hold and Secure procedures are practiced at least once during the year. During a Hold and Secure, all external doors are locked, outdoor breaks are moved indoors, and classes continue as normally as possible.

Tornado Drills

Rosser experiences Tornado Watches/Warnings, so the school maintains a comprehensive tornado evacuation plan. During a Tornado Watch, staff monitor conditions visually and through Environment Canada. When a Tornado Warning is issued, students and staff evacuate to the basement of Rosser United Church.

Staff carry cell phones and remain in communication with Interlake School Division Senior Administration, Grosse Isle School, the RCMP, Rosser Municipality Office, and, when appropriate, the Division Bus Garage. Emergency Measures personnel have identified the church as the safest location for students, and the school practices this evacuation each year.

If an evacuation occurs during the school day and there is time, families will receive communication explaining what has happened. Direct communication during the evacuation may be limited while staff focus on student safety and emergency procedures.

Emergency Preparedness Plan

Updated each September

Rosser Elementary School completes and updates an Emergency Preparedness Plan each September. Families with questions about emergency plans are encouraged to visit the school website or contact the school.

Thank you for supporting Rosser Elementary School!

Respectful • Responsible • Safe