

**ROSSER  
ELEMENTARY SCHOOL  
2017-2018**

*Developing a growth mindset*



**STUDENT HANDBOOK**

## **PURPOSE**

The purpose of this booklet is to acquaint parents with the Interlake School Division, and Rosser school - its 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.

Belinda McNaughton  
Principal

## **INTERLAKE SCHOOL DIVISION**

**Acting Superintendent/CEO** Margaret Ward  
**Acting 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** Belinda McNaughton

### **Teachers:**

Belinda McNaughton	Kindergarten & Grade 1 Math; Phys Ed; Enrichment; Guidance
Joanne Daigneault	Kindergarten & Grade 1 LA, K-4 Music; K & 1 Social/ Science; Grade Grade 1 Art & French; Reading Recovery.
Sheila Anderson	Grade 3 & 4 LA, Math; Grades 2-4 French; Resource
Amanda Clemis	Grade 3 & 4 Social, Science, Art, Phys Ed.
Amanda Mulligan	Grade 2 & 3 LA; Math; Phys Ed; Social; Science; Art

### **Support Staff**

Michaela France	Admin Assistant
Joanne Braun	Librarian/Educational Assistant
Maureen Skyhar	Education Assistant
Sheila Taylor	Custodian

## **DAILY ROUTINE**

8:20 am - 8:50 am	Doors open & buses arrive
9:00 am	Assembly
10:40 am - 11:25 am	Morning Nutrition Break & Outdoor Activity Time
11:25 am - 1:05 pm	Classes Resume
1:05 pm - 1:50 pm	Afternoon Nutrition Break & Outdoor Activity Time
1:50 pm - 3:30 pm	Classes Resume
3:30 pm	Grosse Isle Bus Students and 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**

Being conscious of the environment is important to us. A way in which we can help support the environment is to reduce paper consumption. 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.

By checking the Interlake School Division website at **HYPERLINK** "<http://www.isd21.mb.ca/~rosser>" [www.isd21.mb.ca/~rosser](http://www.isd21.mb.ca/~rosser), 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 Year at a Glance.

## YEAR AT A GLANCE - 2017 - 2018

### SEPTEMBER

September 5	No School - Admin/PD Day
September 6	No School - Admin/PD Day
September 7	First Day of Classes for Grade 1 - 4 students
September 11	First Day of Classes for Kindergarten students
September 15	Life Touch School Picture Day 9:00 a.m.
September 15	Terry Fox Run at Rosser School
September 20	Early Dismissal - 2:30 p.m.
September 21	Open House 4:00 – 5:00 p.m.

### OCTOBER

October 2	Grade 4 to Oak Hammock Marsh
October 6	In Service Day – No Classes
October 9	No School – Thanksgiving
October 13	Community Building Day at Grosse Isle School
October 18	Early Dismissal - 2:30 p.m.
October 19	Progress Conversation
October 20	In Service Day – No Classes
October 30	Life Touch Retakes
October 31	Halloween Parade and Classroom parties

### NOVEMBER

November 10	Remembrance Day Service a.m.
November 15	Early Dismissal - 2:30 p.m.
November 20	In Service Day – No Classes

### DECEMBER

December 1	Term I Report Cards
December 21	K - 4 Christmas Concert, Grosse Isle Hall
December 22	Christmas Activities in the morning for Grade 1-4 students (Last day of classes).

### JANUARY

January 8	First Day of Classes for Gr. 1 – 4 students (Day 6)
January 9	Classes Resume for Kindergarten students (Day 1)
January 17	Early Dismissal - 2:30 p.m.

### FEBRUARY

February 2	In Service Day – No Classes
February 19	No School - Louis Riel Day
February 20	Progress Conversations Term II
February 21	Early Dismissal - 2:30 p.m.

## **MARCH**

- March 5 In Service Day – No Classes
- March 16 Report Cards Term II
- March 21 Early Dismissal - 2:30 p.m.
- March 23 Last Day of Classes before Spring Break
- March 26 March 30 - Spring Break Week

## **APRIL**

- April 2 Classes Resume for Grade 1 - 4 students (Day 6)
- April 3 Classes Resume for Kindergarten students (Day 1)
- April 18 Early Dismissal - 2:30 p.m.
- April 19 Portfolio Evening
- April 23 In Service Day – No Classes

## **MAY**

- May 7 In Service Day – No Classes
- May 16 Early Dismissal - 2:30 p.m.
- May 21 No School - Victoria Day

## **JUNE**

- June 27 Field/Tabloid Day
- June 28 Last Day of Classes for all students - Report Cards Go Home
- June 29 Admin/P.D. Day

## **THE 6-DAY CYCLE**

Our school operates on a 6-day cycle. This year, Thursday, September 7 starts our cycle at Day 1. Please note that Kindergarten students start school on Monday, September 11, and that they attend school Day 1, 3, and 5 for a full day. (Also please note that Grosse Isle Gym for grade 4 is 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 someone else is picking up your child/children (for example, a relative or friend) please write a note to the teacher indicating who is picking up your child and when they plan to pick them up. If our staff does not know the person who is picking up your child, the person will be asked to show us some identification.

If you need to inform the school of a change that affects your child/children at the end-of-the-day dismissal, please give us a phone call as soon as possible (204-467-2717). Our secretary, Michaela France, is in the office 8:00 – 11:30, and Mrs. McNaughton 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.

## **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. In the fall, grades 1 – 4 students, and their teachers, set learning targets, in the form of “I can” statements. The targets are re-visited throughout the year in conjunction with report cards.

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.

## **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.

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.

*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.



## **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.

## **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.

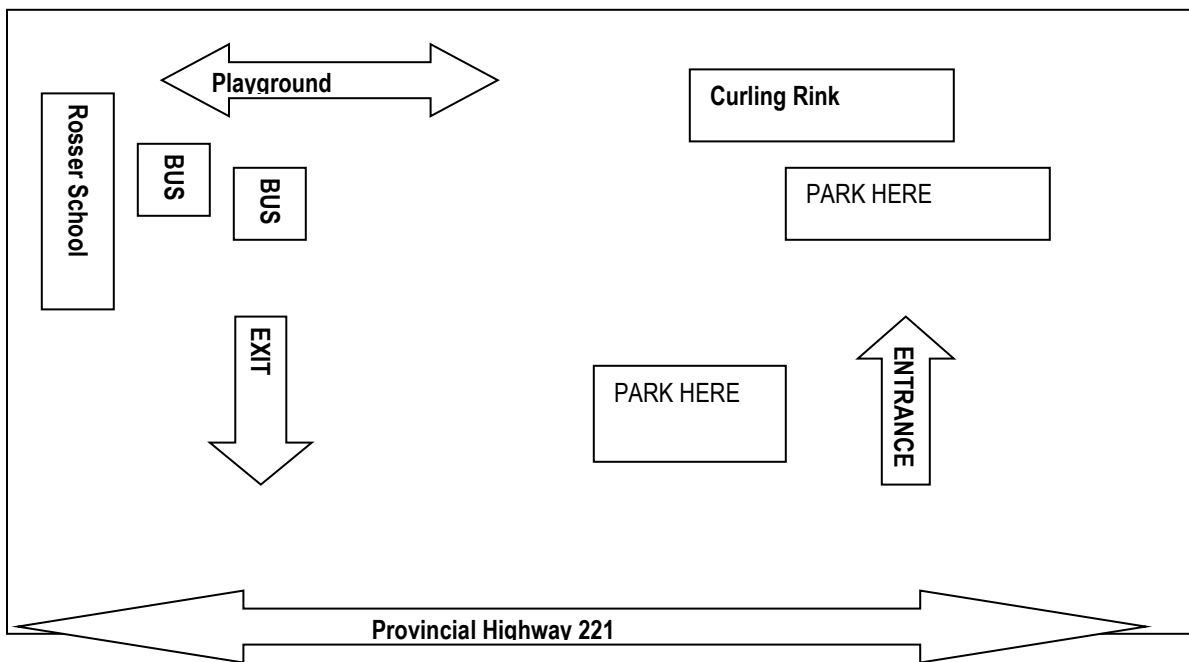
In discussions with Emergency Measures personnel, we determined that the church is the safest place for your children. We can move everyone from the school into their safe positions at the church in under 5 minutes. We practice this drill every year in both the fall and the spring. If the evacuation 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.

## 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 curling club or the parking lot entrance. Then walk to the school to collect your child.

Please see the diagram shown below:



## BUS POLICY

ALL TRANSPORTED STUDENTS WILL BE SENT HOME ON THE BUS UNLESS PARENTS NOTIFY **BOTH** THE SCHOOL AND THE BUS DRIVER BY NOTE IN ADVANCE.

*IF YOU HAVE ANY QUESTIONS REGARDING THIS OR ANY OTHER POLICY IN THIS HANDBOOK, PLEASE DO NOT HESITATE TO CALL US.*