



## STAFFING FOR 2017 – 2018 SCHOOL YEAR

<b>Principal</b>	Mr. G. J. Ross	<b>Vice Principal</b>	Mrs. S. Epp
<b>Kindergarten</b>	<b>KA</b> (Day 1, 3, and 5) / <b>KB</b> (Day 2, 4, and 6) – Ms. R. Girard <b>KC</b> (Day 1, 3, and 5) / <b>KD</b> (Day 2, 4, and 6) – Mme C. Tesluck		
<b>Grade 1</b>	<b>1M</b> - Mme Mederios <b>1L</b> - Mrs. D. Loochuk <b>1D</b> - Mme Davis	<b>1K</b> - Mrs. L. Karpinsky / Mr. H. Enns <b>1Mc</b> - Mrs. K. McCurdy	
<b>Grade 2</b>	<b>2P</b> - Ms. L. Palmer <b>2H</b> - Mrs. J. Holod	<b>2M</b> - Mme S. Millar <b>2Pt</b> - Mme R. Paton	
<b>Grade 3</b>	<b>3W</b> - Mrs. J. Woods <b>3Y</b> - Ms. S. Young <b>3P</b> - Mme H. Pollok	<b>3B</b> - Mrs. J. Braunstein <b>3M</b> - Mme A. McInnis	
<b>Grade 4</b>	<b>4C</b> - Mrs. T. Comeau <b>4K</b> - Mr. G. Krisko <b>4H</b> - Ms. S. Hannah	<b>4B</b> - Mme M Bodnarus <b>4W</b> - Mme A. Wadge	
<b>French</b>	Mme C. Milbrandt	<b>Music</b>	Mr. H. Enns / Mr. E. Cloud
<b>Gym Specialist</b>	Ms. J. Mullin/Mrs. S. Schaeffer		
<b>Resource</b>	Ms. M. Banasiak / Mrs. J. Rukhra / I. Pawlow		
<b>Guidance</b>	Mrs. H. Sanche		
<b>Reading Recovery</b>	Mrs. L. Karpinsky / Ms. J. Mullin		
<b>Library Technician</b>	Ms. K. Swain		
<b>Educational Assistants</b>	<b>TBA</b>		
<b>Adult Crossing Guards</b>	<b>TBA</b>		
<b>School Canteen Operator</b>	Mrs. R. Harold		
<b>Secretaries</b>	Mrs. J. Tonner	Mrs. W. Carriere	
<b>Custodians</b>	Mr. B. Isbister	Mr. J. Allan	

### INTERLAKE SCHOOL DIVISION

<b>Superintendent / CEO</b>	-	Ms. C. Penner
<b>Assistant Superintendent</b>	-	Mrs. M. Ward
<b>Student Services Administrator</b>	-	Mrs. M. Procter

### PARENT ADVISORY COUNCIL (P.A.C.)

The Parent Advisory Council works cooperatively with the school for the best interest of the students. We encourage you to become active with this group to become engaged in your

child's education. Meetings are held monthly after school in the library and minutes from meetings are posted monthly on the school's webpage.

### **CANADIAN PARENTS FOR FRENCH (C.P.F.)**

The Canadian Parents for French is a parent group which meets several times in the school year to plan and promote the French Immersion program in the school. All parents are encouraged to attend.

### **SUMMARY OF SCHOOL GOALS FOR 2017-2018**

École R. W. Bobby Bend follows the Interlake School Division strategic plan and aims to work on 4 priority areas: literacy, numeracy, building a positive, respectful learning environment, and intellectual engagement. We strive to deliver programming suited best to each individual's needs through a tiered model.

### **GENERAL SCHOOL PROCEDURES**

The following guidelines are designed to provide a framework for an orderly and a safe school environment.

1. **Absenteeism and Lateness:** If you know in advance that your child will be absent, please contact the school by phoning or sending a note. We have an answering machine that will respond to your calls before or after office hours, which are from 8:00 am – 4:00 pm (204) 467-5537.

It is very important that children regularly attend school and that they are on time. Chronic absenteeism and lateness are upsetting for the child and interfere with the learning process. **Students who are late must report to the Office.**

2. **Agendas:** Each Grade 1, Grade 2, Grade 3, and Grade 4 student has purchased the student planner (agenda) to help him/her at school.

#### Purpose of the Planners:

- to teach students the basics of organizational and study skills
- to keep a written record of homework assignments and things to be returned to the school
- students may record and share memorable classroom events with parents
- to note special days
- to eliminate the "I forgot" and "I don't know"
- communication tool for after school care, absences and changes to contact information

#### Our Expectations:

- teachers will initial each day
- parents read and initial each night, even if there is no homework
- both teachers and parents may write in comments
- students must bring the planner to and from school each day
- students will pay a \$9.00 replacement cost if the planner is lost
- (Cost will be pro-rated over the year.)

3. **Accident Procedures:** Any child who receives a minor scrape, cut, or bruise will be attended to by our staff. Should a child receive a more serious injury, the following procedure is followed:

- a) Parents/Guardians or the designated emergency contact person will be phoned. If possible they will transport the student to the family doctor or hospital.
- b) Should we feel that an ambulance is required, we will not hesitate to call one; the ISD has insurance so parents can be reimbursed for the cost.

**Please update phone numbers if they should change throughout the year.**

4. **Allergy Aware:** There are students at École R. W. Bobby Bend School with life threatening allergies that could result in an anaphylactic reaction. In trying to make our school a safe environment for them, we are once again asking for your cooperation in being aware of the food products that you send to school with your child/children. In addition to knowing how to respond in an emergency, parents and staff also need to be pro-active in avoidance techniques:

- Avoid peanuts, nuts, and products with nut extracts within the confines of the school.
- Keep classrooms and eating areas clean.
- Teach children not to trade or share food.
- Instruct students in proper hand washing both before and after eating.
- Carefully monitor food coming in for special celebrations.
- Parents, staff, and students need to be aware about anaphylaxis, the appropriate action in an emergency, and the avoidance of allergens.

We will be teaching students about allergies in general and that not all people can eat the same foods; we want our students to understand why we are doing what we are doing and how they can help to make the school a safer place. Please watch for pertinent information about food and allergies which will be sent home from the “Allergy Aware” committee.

**Also, should a student have an allergy that necessitates the use of an Epi-Pen, he/she will be required to wear an *École R. W. Bobby Bend School Fanny Pack* which contains the Epi-Pen. This will help identify the student to all staff members and will ensure that the medication is readily available if needed.**

5. **Balanced School Day Schedule:** The Balanced School Day schedule divides the school day into three 100- minute blocks of instructional time. Two longer nutrition and activity breaks are provided in the morning and afternoon instead of the traditional mid morning/mid afternoon recess and noon hour lunch. This schedule creates equally balanced teaching/learning blocks in the school day. The two nutritional/activity breaks of 40-55 minutes allow time for eating and activity in both the morning and afternoon. Nutrition breaks provide 20-25 minutes for eating and 20-30 minutes for activity.

8:35 am	-	Entrance of students
8:45 am	-	Announcements/Assembly
8:50 am – 9:27 am	-	1 <sup>st</sup> Class
9:27 am – 10:04 am	-	2 <sup>nd</sup> Class
10:04 am. – 10:41 a.m.	-	3 <sup>rd</sup> Class
10:41 am – 10:56 a.m.	-	1 <sup>st</sup> Nutrition Break
10:56 am – 11:16 a.m.	-	1 <sup>st</sup> Activity Break

11:16 am – 11:55 a.m.	-	4 <sup>th</sup> Class
11:55 am – 12:32 p.m.	-	5 <sup>th</sup> Class
12:32 pm – 1:09 p.m.	-	6 <sup>th</sup> Class
1:09 pm – 1:29 pm	-	2 <sup>nd</sup> Nutrition Break
1:17 pm – 1:56 pm	-	2 <sup>nd</sup> Activity Break
1:56 pm – 2:33 pm	-	7 <sup>th</sup> Class
2:33 pm – 3:12 pm	-	8 <sup>th</sup> Class
3:15 pm	-	Bus students dismissed
3:25 pm	-	Town students dismissed

\*\* If you are dropping your child off before school starts, **please do so after 8:20 am**.when outdoor supervision starts.

\*\* If you are picking up your child after school, **please wait outside the school** as our halls are very congested at dismissal time.

\*\*\* If you **MUST** make alternate dismissal arrangements for your child, please try to do this in advance and send a note with your child. The office has a difficult time dealing with daily phone calls on this issue due to the number of students enrolled in our school.

6. **Bus Policy:** All transported students will be required to go on the bus unless both the teacher and the bus driver receive a note/telephone call stating otherwise.

**\*\* In the Event that a regularly transported student will not be going home on the bus, in addition to informing the school by note, please also contact the bus driver or Interlake School Division Transportation Department at (204) 467-8730.**

If your child is not a bus student but must travel on the bus for a special occasion (birthday, sleep dates, etc.), he or she will not be allowed on the bus without written permission and only if there is room on the bus.

Parents are asked NOT TO DRIVE INTO THE BUS LOOP as this may cause safety problems for our students. **Also, parents are not to park in the staff parking area to pick up / drop off their child/children.**

At dismissal, we load approximately seven (7) buses that in some cases act only as shuttles to the high school. There, students may or may not have to change their buses for home. If you have any questions regarding bussing, please contact the Interlake School Division Transportation Department at (204) 467-8730.

7. **Early Dismissal:** As part of an ongoing effort to improve achievement for our students, the Interlake School Division will be once again having one hour early dismissals eight (8) times during the 2017-2018 school 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. For families of École R. W. Bobby Bend School this will translate into the first bell (bus bell) ringing at approximately 2:15 p.m., with the second bell (town bell) to follow shortly thereafter. Early dismissals will be scheduled the third Wednesday of each month, except for the months of December and June.

**2017-2018 Early Dismissal Schedule**

September 20<sup>th</sup>/2017  
October 18<sup>th</sup>/2017  
November 15<sup>th</sup>/2017  
January 17<sup>th</sup>/2018

February 21<sup>st</sup>/2018  
March 21<sup>st</sup>/2018  
April 18<sup>th</sup>/2018  
May 16<sup>th</sup>/2018

8. **Evaluations:** Reports will be sent out to parents in December, March, and June. Progress Conversation meetings will be held on the evenings of October 18<sup>th</sup>/2017 and 19<sup>th</sup>/2017 and February 20<sup>th</sup>/2018 and 21<sup>st</sup>/2018. Student-Led Conference will be held on May 3<sup>rd</sup>/2018. Parents are encouraged to contact the school at any time should there be a concern or question regarding their child's progress.
9. **French Language in the School:** French Immersion students are expected to speak French in the school and are actively encouraged to do so. This enables the students to use the language skills learned in the classroom and become more proficient with the French Language.
10. **Guidance Program:** We are very fortunate to be able to offer a Guidance Program. Mrs. Sanche is our Guidance Counsellor and she will be conducting class programs as well as group and individual counselling. If you have any questions or concerns regarding these programs, please call Mrs. Sanche at (204) 467-5537.
11. **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 parents cannot be at school to administer the medication, the principal or his/her designate will only 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. A form for this is available in the school Office.
  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 inhalers.
12. **Nutrition/Activity Breaks:** Nutrition and activity breaks are provided so that the students are able to have time to eat healthy snacks / lunches and get some fresh air / exercise during the school day. We expect students to go outside for activity breaks. If a student is too sick to go outside, he/she is probably not well enough to be at school. If it is necessary that a student must remain indoors for a day or two, please send a note with your child. A doctor's certificate will be required if this must continue for a longer period of time.

During inclement weather conditions, all students will remain inside. Students are not permitted to leave the school grounds during nutrition/activity breaks unless they have written permission from their parents.

**\*\* We encourage you to send a healthy snack with your child to eat at the first nutrition break as many students need this added nourishment (as do many of our staff)!! Please bear in mind our “Allergy Aware” initiative.**

13. **Parents in the School:** Parents and visitors are always welcome at the school and we look forward to seeing many guests visiting on a regular basis. **For the safety and security of all students and staff, we request that you enter the school through the main entrance and check in at the office.**
14. **Restitution:** All staff are trained in Restitution and will be using this process to encourage students to learn self-discipline. We believe that everyone makes mistakes and that learning from mistakes helps us grow stronger. While we encourage students to solve problems, occasionally a student may work with his/her classroom teacher or a staff member for additional behavior support. For more information, please see our webpage [www.isd21.mb.ca/rwbb/](http://www.isd21.mb.ca/rwbb/).
16. **School Closure:** In the event of storms, which may require that the school be closed, a procedure has been set up for the entire school division. Winnipeg radio stations will announce division-wide closings. If the school will not open in the morning, these stations will announce **“No school for the Interlake School Division Schools”** at regular intervals beginning at 6:30 am. Schools close when the wind chill is -45 degrees or lower, temperature below -40 degrees or when roads are poor. Parents will receive an automated call from Synervoice on their home phone by 6:30 am. **If school is closed the buses will not run.**
16. **School Fundraising:** Every year a fundraiser may be held to help subsidize classroom and school initiatives such as new technology for students, special guest artists, a new sound system for the school, etc. We realize fundraising can be a difficult undertaking however; we need your support to ensure quality programming for your children. We thank you for continued support. If you would rather make a donation instead of fundraising, we will gladly accept your contribution.
17. **Speech/Language Screening:** The Speech Pathologist will observe students within the classroom upon the Resource Teacher’s request. If it is determined that a referral is necessary, parents will be contacted.
18. **Volunteers:** Volunteers are needed during the year to assist in various school activities. A Criminal Record Search and Child Abuse Registry check is required by all volunteers in the Interlake School Division.



# 2017-2018

## School Year at a Glance

September 5 <sup>th</sup>	Inservice Day – No School
September 6 <sup>th</sup>	Inservice Day – No School
September 6 <sup>th</sup>	École R. W. Bobby Bend Open House (5:00 pm – 7:00 pm)
September 7 <sup>th</sup>	First Day of School for Gr. 1 – 4
September 13 <sup>th</sup>	First Day of School for Odd Day Kindergarten Students (KA and KC)
September 14 <sup>th</sup>	First Day of School for Even Day Kindergarten Students (KB and KD)
September 20 <sup>th</sup>	Early Dismissal Day
October 6 <sup>th</sup>	Inservice Day – No School
October 9 <sup>th</sup>	Thanksgiving Day
October 11 <sup>th</sup> & 12 <sup>th</sup>	Picture Day
October 18 <sup>th</sup>	Early Dismissal Day
October 18 <sup>th</sup> & 19 <sup>th</sup>	Progress Conversations
October 20 <sup>th</sup>	Inservice Day – No School
November 11 <sup>th</sup>	Remembrance Day
November 15 <sup>th</sup>	Early Dismissal Day
November 20 <sup>th</sup>	Inservice Day – No School
December 1 <sup>st</sup>	Term 1 Report Cards go home
December 22 <sup>nd</sup>	Last Day of Classes before Christmas Break
January 8 <sup>th</sup>	Classes Resume after Christmas Break
January 17 <sup>th</sup>	Early Dismissal Day
February 2 <sup>nd</sup>	Inservice – No Classes
February 19 <sup>th</sup>	Louis Riel Day
February 20 <sup>th</sup> & 21 <sup>st</sup>	Progress Conversations
February 21 <sup>st</sup>	Early Dismissal Day
February 22 <sup>nd</sup>	Interlake School Division Public Budget Meeting
March 8 <sup>th</sup>	Inservice – No Classes
March 16 <sup>th</sup>	Term 2 Report Cards go home
March 21 <sup>st</sup>	Early Dismissal Day
March 23 <sup>rd</sup>	Last Day of Classes before Spring Break
April 2 <sup>nd</sup>	Classes Resume after Spring Break
April 18 <sup>th</sup>	Early Dismissal Day
April 23 <sup>rd</sup>	Inservice – No Classes
May 3 <sup>rd</sup>	Portfolio Night
May 7 <sup>th</sup>	Inservice – No Classes
May 16 <sup>th</sup>	Early Dismissal Day
May 21 <sup>st</sup>	Victoria Day
June 28 <sup>th</sup>	Term 3 Report Cards Go Home
June 29 <sup>th</sup>	Inservice – No Classes

September 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	*Day 1	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



6-DAY  
CYCLE  
CALENDAR  
2017-2018

• Stat. Holiday  
No Classes

◇ Inservice Day  
No Classes

≈ Christmas  
Vacation  
& Spring Break

□ Early Dismissal  
Day  
Students will be  
dismissed one hour  
early

★ Progress  
Conversations

Report Cards Go  
Home

First Day of School for  
Kindergarten Students:

Odd Day: KA/KC  
Wednesday, September  
13<sup>th</sup>, School Day 5

Even Day: KC/KD  
Thursday, September  
14<sup>th</sup>, School Day 6