



# ÉRWBBS

# SCHOOL HANDBOOK

377 – 2<sup>nd</sup> Avenue North, Stonewall, Manitoba  
Phone #: 204-467-5537  
Email: [rwbb@isd21.mb.ca](mailto:rwbb@isd21.mb.ca)

## Welcome to the 2021-22 school year at ÉRWBBS.

The following pages outline important information to help you understand the operation of our school. We would like you to take the time to read it carefully and keep it handy for reference, or find it online on our school website at [erwbb.interlakesd.ca](http://erwbb.interlakesd.ca). If you have any questions, concerns, or comments regarding the school or your child, please feel free to call us at 204-467-5537.

### Visitors:

For the safety and security of all students and staff, please buzz the Office to enter the school through the main entrance and then check in at the Office.

### How to Use Our School Agenda:

- Please initial the agenda each night so that we know you have seen the messages for the day.
- If your child's **after school plans are NOT the same each day**, please write them on the line provided.
- If your child's **after school plans CHANGE**, please write them in the agenda or call the school **before 3:00 pm**.

We strongly encourage you to make the agenda your child's responsibility. This means they take it out of their backpack, put it in an agreed upon spot so you can easily sign it, and then put it back in their backpacks.



# The A-Z's of RWBB:

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 record your calls before or after office hours, which are from 8:00 am – 4:00 pm. The Office phone number is 204-467-5537.

It is very important that children regularly attend school and that they are on time. Regular attendance maximizes students' opportunities to participate more fully in learning activities, form relationship with others and impacts future academic success. Chronic absenteeism and lateness are upsetting for the child and interfere with the learning process. **Students who are late must come to the main Entrance and will be buzzed into the school.**

**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
- includes our Student Handbook for easy reference

#### 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 \$10.00 replacement cost if the planner is lost (Cost will be pro-rated over the year).

**KINDERGARTEN STUDENTS DO NOT USE AN AGENDA.** School and home communicate via:

- Email
- Phone
- Notes in the Take Home Bag
- Communication Apps (Remind)

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

**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 all 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.

**5. Alternate Dismissal Arrangements:** If you **MUST** make alternate dismissal arrangements for your child, please do this in advance and send a note with your child. You or your designated adult must come to the Office to sign your child out. The Office has a difficult time dealing with daily phone calls on this issue due to the number of students enrolled in our school, so your co-operation is appreciated.

**6. Balanced School Day Schedule:** The Balanced School Day schedule divides the school day into approximately two 100 - minute blocks and one 78-minute block of instructional time. Students will have two nutritional/activity breaks which provide 20-25 minutes for eating and 20-30 minutes for activity.

**7. 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.

**8. Canadian Parents For French (C.P.F.):** The Canadian Parents for French is a volunteer parent group which meets several times in the school year to plan and promote the French Immersion program in the school division. All French Immersion parents are encouraged to attend.

**9. Early Dismissal:** As part of an ongoing effort to improve achievement for our students, the Interlake School Division will be once again having early dismissals during the 2021-2022 school year. Early dismissals provide the opportunity for regular teacher groups to meeting 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 bus bell ringing at approximately 2:15 pm, with the town bell to follow shortly thereafter. Early dismissals will be scheduled the first Wednesday in November, December, January, March, April and May.

**10. Electronic Devices:** All electronic devices must be turned off and stored when the student arrives at school.



Electronic devices may be used in specific circumstances with teacher/school permission. The school assumes no responsibility in any circumstances for the loss, destruction, or theft of an electronic device brought to school or to any school-related activity. Any student found to be using a device without teacher permission will be asked to turn the device in to the principal, who will contact parents/guardians to come and pick it up.

**11. Evaluations:** Report cards will be sent out to parents in December, March, and June. Progress Conversation meetings will be held twice a year; October and February. Parents are encouraged to contact the school at any time should there be a concern or question regarding their child's progress.

**12. French Language in the School:** French Immersion students and staff 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.

**13. 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.

**14. 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 encourage you to send a healthy snack with your child to eat at the first nutrition break as many students need this added nourishment!! Please bear in mind our "Allergy Aware" initiative.

Outdoor activity breaks will take place whenever possible. 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.

**15. Indoor Activity Breaks and School Closures:** When weather is questionable cold, RWBB uses our own local weather station in determining if our students will be outside for a full or shortened activity break. These readings are typically different than the broader, regional data posted by Environment Canada. We apply the data from our weather station to the Divisional Guidelines for shortened or indoor recess. The Interlake School Division Cold Weather Guidelines are:

Temperature/Windchill of -30 degrees C or lower, indoor activity

Temperature/Windchill of -25 degrees C to -29 degrees C, outdoor activity for 15 minutes maximum

**Please ensure that your child(ren) come appropriately dressed for the weather.**

Students are not permitted to leave the school grounds during nutrition/activity breaks unless they have written permission from their parents.

In the event of storms or extreme cold (wind chill -45 or a temperature of -40), 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. Parents will receive an automated call from School Messenger on their home phone by 6:30 am so please ensure we have your most current phone information. If school is closed the buses will not run.



**16. 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 (6:30 pm) in the library on the second Tuesday of the month.



**17. Parking Around the School:** There will be *extremely limited or no parking* at all on all four streets surrounding the school due to designated bussing and drop-off/pickup zones.

- Parents should prepare to park several blocks from the school and walk their children to the school gates to avoid *high traffic zones*.
- Parking is available in designated areas. No parking is permitted in the bus loop or on the streets surrounding the school (Main St., 2<sup>nd</sup> Ave. N., 3<sup>rd</sup> Ave. N. and 2<sup>nd</sup> St. E.)

**18. Scheduling:** All physical areas associated with the following schedules have been designated on Cohort-specific maps available on our school website <https://erwbb.interlakesd.ca/>

**A Morning Entry Schedule** has been structured to ensure students remain organized in their designated Cohort from the moment they arrive on school property. Additional staff will be on duty to accept, direct and supervise students, **beginning at 8:30 am. No student supervision will be provided prior to 8:30 am.** Students will:

- Arrive at their Cohort Entry Gate (see map) between 8:30 am and 8:45 pm. Gates will not be open before 8:30 am.
- Beginning at 8:30 am, a staff supervisor will direct the entry of students onto the property.
- Students will proceed directly to the Entry/Exit Door designated for their cohort, and line up in classroom groups, maintaining a reasonable physical distance.
- The staff supervisor assigned to each cohort will guide students to enter the school and proceed to their classrooms.
- **STUDENTS ARE NOT REQUIRED TO ARRIVE BY 8:30 AM. THIS IS THE TIME WE WILL BEGIN STUDENT ENTRY TO THE BUILDING. STUDENTS WILL BE ENTERING THE SCHOOL AS THEY ARRIVE BETWEEN THE TIMES OF 8:30 AM AND 8:45 AM. WE ENCOURAGE PARENTS WHO ARE DRIVING THEIR CHILDREN TO SCHOOL TO PLAN FOR DROP OFF DURING THIS 15 MINUTE WINDOW.** Students who walk or bike to school should also plan to arrive during this window. Instructions and locations for drop off/pick up and students who walk or bike to school can be found at the end of this document in the Cohort-specific Reference Sheet for your child’s grade.
- Hand washing/sanitization will begin as students enter the building
- Classroom instructional time will begin at 8:50 am

## Families are asked to ensure students arrive at school **NO LATER THAN 8:45 am.**



**Nutrition and Activity Breaks** have been staggered to reduce the number of children in the hallways and on the playground at any one time as follows:

- Kindergarten, Grade 1 and Grade 2 Cohorts
- AM Nutrition Break: 10:40 - 11:00
- AM Activity Break: 11:00 -11:20
- PM Nutrition Break: 1:10 -1:30
- PM Activity Break: 1:30- 1:50
- Grade 3 English, Grade 3&4 French Immersion and Grade 4 English Cohorts
- AM Activity Break: 10:40 - 11:00
- AM Nutrition Break: 11:00 -11:20
- PM Activity Break: 1:10 -1:30
- PM Nutrition Break: 1:30- 1:50

The **End of Day Dismissal** has been designed to address the maintenance of cohorts for bus boarding, private pick up and those students who walk to school.

**Bus Students** will be organized within classrooms to reflect the location of their busses in the bus loading zone.

At the **3:15 bell**, a supervisor assigned to each cohort will lead students to their individual busses as follows:

- **West-exiting cohorts** will be led to their busses, single file, beginning with Grade 2, followed by Kindergarten, followed by Grade 1
- Supervisors will lead students through the bus loading zone in a counter clockwise route, stopping at each bus so that students can board
- **East-exiting cohorts** will be led to their busses, single file, beginning with Grade 3 & 4 FI, followed by Grade 3 Eng., followed by Grade 4 Eng.
- Supervisors will lead students through the bus loading zone in a clockwise route, stopping at each bus so that students can board

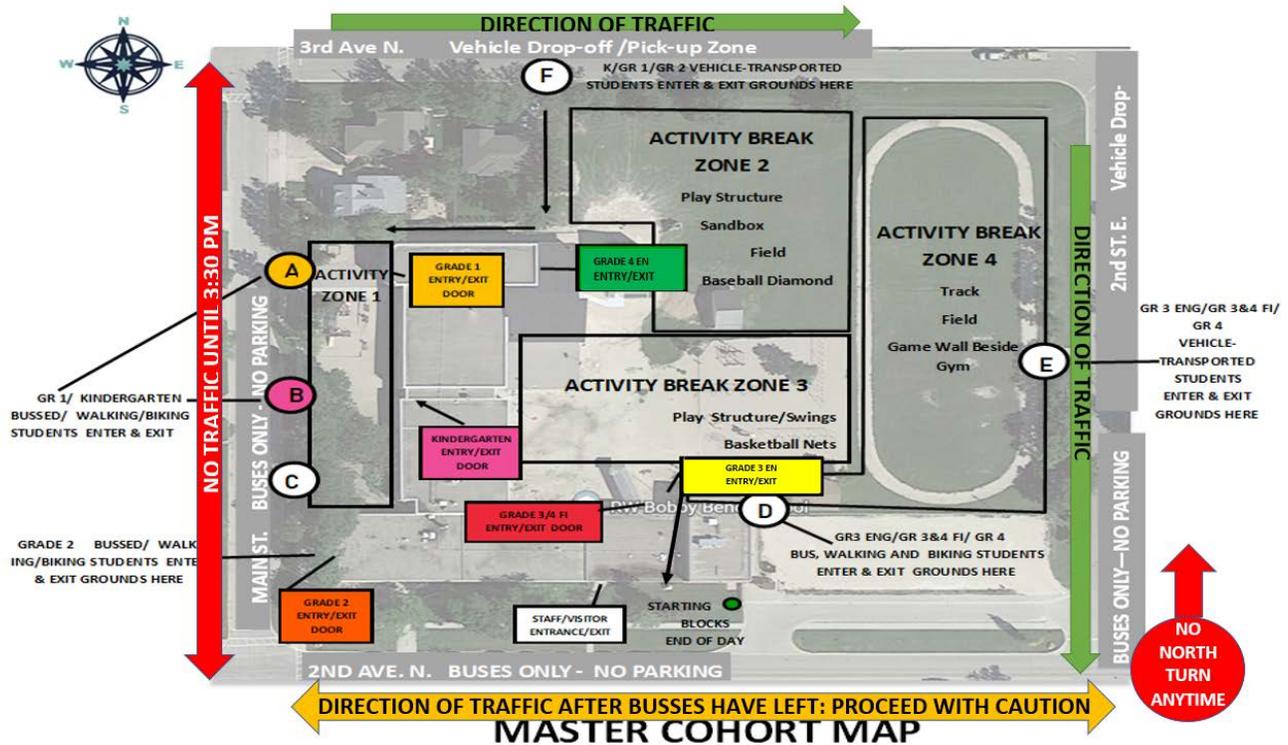
**Students Being Picked Up/Walking/Biking to School** will be organized for dismissal by cohort after all bus students are loaded and busses have departed at approximately 3:25 pm.

- **West-exiting cohorts** will exit their designated doors single file. Students walking home will be directed south to the school patrolled intersection at Main Street and 2nd Ave N.
- Students being picked up will remain with the supervisors who will lead them to the K/1/2 Drop off Zone located on 3rd Avenue N. at Gate F.
- Supervisors will lead these students north in a single file line, headed by Grade 1, followed by K, followed by Grade 2.
- **East-exiting cohorts** will exit their designated doors single file. Students walking/biking home will be directed through the Gate D to the school patrolled intersection at Main Street and 2nd Ave N.
- Students being picked up by a private vehicle will be directed to the pick-up zone through Gate E.
- Supervisors will lead these students east in a single file line, headed by Grade 3 Eng., followed by Grade 3 & 4 FI, followed by Grade 4 Eng.
- Grade 3 & 4 students who walk to **Starting Blocks** will be led to a pick-up point outside Gate D, where Starting Blocks personnel will be waiting for them.

Parents or those on pick-up are asked to remain outside the school gates in the pick-up zones.

You may have children exiting at 2 different points on the school playground. Please plan accordingly.

**ALL DISMISSAL PROCEDURES REMAIN IN PLACE FOR EARLY DISMISSAL DAYS!**



**19. School Safety & Security:** A camera and buzzer system has been installed at École R.W. Bobby Bend School. This is to increase student and staff safety and the overall security of the school. Our doors will be locked throughout the day and all visitors must ring the main entrance buzzer to request entry. RWBB reserves the right to verify an unknown person’s identity and reason for pickup PRIOR to entry into the school. Parents/Guardian are asked to wait in the designated pick-up area for their child to be called down to the Office.

If someone other than the parents will be picking up your child/ren you must advise the school in writing or a phone call. If you have not informed us, we will contact you for verification that your child/ren is allowed to pick up by another person other than yourself. Staff may ask for identification, if they do not recognize the person picking up your child/ren.

**20. Student Services Team:** RWBB’s Student Services Team works with both teachers and students in a variety of ways. They team teach, do small group work and much more. We have a school counselor/school social worker, and an Early Literacy Teacher on staff to help support our children and families. Services of a speech/language therapist, psychologist, physiotherapist, and occupational therapist are also available to students through referrals.

**September 2021**

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

**October 2021**

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

**November 2021**

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

**December 2021**

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

**January 2022**

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

**February 2022**

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

**March 2022**

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

**April 2022**

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

**May 2022**

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

**June 2022**

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



**6-DAY  
CYCLE  
CALENDAR  
2021-2022**

☐ Inservice Days  
No School

◆ Early Dismissal Days  
Students dismissed one hour early

Board Approval: April 26, 2021