



ÉCOLE
R. W. BOBBY BEND
SCHOOL

2020-2021 SCHOOL HANDBOOK

Dear Parents/Guardians,

Please sign below to acknowledge that you have read and understood the
École R.W. Bobby Bend Student Handbook.

Parent/Guardian Signature

Date

Welcome to the 2020-21 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 www.isd21.mb.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.

INTERLAKE SCHOOL DIVISION

Superintendent / CEO - Mrs. M. Ward
Assistant Superintendent - Mr. T. Moran
Student Services Administrator - 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 (6:30 pm) in the library on the second Tuesday of the month.

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.

SUMMARY OF SCHOOL GOALS FOR 2020-2021

École R. W. Bobby Bend School follows the Interlake School Division strategic plan and aims to work on 3 priority areas: literacy, numeracy, and wellness. 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 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. 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).

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 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. Two longer nutrition and activity breaks are provided to create more balanced teaching/learning blocks in the school day. The two nutritional/activity breaks of 35-45 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.

RWBB Timetable

8:35 am	-	Entrance of students
8:45 am	-	Announcements/Assembly
8:50 am – 10:41 am	-	Learning Block 1
10:41 am – 10:56 am	-	1 st Nutrition Break
10:56 am – 11:16 am	-	1 st Activity Break
11:16 am – 1:09 pm	-	Learning Block 2
1:09 pm – 1:29 pm	-	2 nd Nutrition Break
1:29 pm – 1:54 pm	-	2 nd Activity Break
1:54 pm – 3:12 pm	-	Learning Block 3
3:12 pm	-	Classes End
3:15 pm	-	Bus students dismissed
3:25 pm	-	Town students dismissed

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. **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 2020-2021 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 pm, 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.
9. **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.
10. **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. As well, RWBB hosts an annual Portfolio Night in May where our students host their families to share what they have worked on during the year. Parents are encouraged to contact the school at any time should there be a concern or question regarding their child's progress.

11. **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.
12. **Guidance Program:** We are very fortunate to be able to offer a Guidance Program and will be conducting class programs as well as group and individual counselling. If you have any questions or concerns regarding these programs, please call our Guidance Counsellor at 204-467-5537.
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 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.**

15. **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 behaviour support.
16. **School Closure:** 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 Synervoice 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.**

17. **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.
18. **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.
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. Prior to allowing entry to the building, staff will be asking: your full name, the reason for your visit, your visit will be verified, and you will need to come to the Office to sign in or to sign out your student. 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 Pickup Policy:**

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

Pickup:

École R.W. Bobby Bend School’s day ends at 3:12 pm with bus students being dismissed at approximately 3:15 pm and town students being dismissed at 3:25 pm. Please make sure you are on time to pick up your child. 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 have not picked up your child/ren, parents will be called around 3:35 pm. If the parents cannot be reached, the emergency contacts will be called.

21. **Visitors in the School:** Parents, visitors, and volunteers are always welcome at the school and we look forward to seeing many guests visiting and volunteering on a regular basis. **For the safety and security of all students and staff, you will now need to buzz the Office to enter the school through the main entrance and then check in at the Office.**