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204-467-5537    rwbb@isd21.mb.ca

# ÉRWBB SCHOOL HANDBOOK



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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.

**We strongly encourage you to make the agenda your child's responsibility. This means they take it out of the 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 safe school environment.



**1. Absenteeism and Lateness:** If you know in advance that your child will be absent, please contact the school by phoning, sending a note in your child's agenda, or emailing the school at [rwbb@isd21.mb.ca](mailto:rwbb@isd21.mb.ca). 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 will be given a 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
- if your child's after school plans are **NOT** the same each day, please write them in the agenda
- **Please call the school before 3:00 pm if your child's after school plans change.**
- 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 or 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 procedure is:

- 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 and emails 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. 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 three 100 - minute blocks of instructional time. Students will have two nutritional/activity breaks: a 35 minute break in the morning and a 60 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.



**Bus students who will not be going home on the bus:**

1. Inform the school by note or phone call.
2. Contact the bus driver or Interlake School Division Transportation Department at **204-467-8730**.

**For a non-bus student to travel on the bus for a special occasion (birthday, sleepovers, etc.), the parent of the bus student must:**

1. Contact the bus driver to see if there is room on the bus
2. Write a note in the student's agenda to inform the school
3. Have the parent of the non-bus student write a permission note in their child's agenda

**8. Dress Code:** At École RW Bobby Bend School, we encourage students to dress in a way that supports their comfort, confidence, and ability to participate fully in school activities. Students are expected to wear clothing that maintains personal modesty and is free from offensive or inappropriate images, language, or branding, in keeping with a respectful school environment.

If a staff member has a concern that a student's attire may not meet these expectations—either due to modesty or suitability for the school setting—the following steps will be taken with care and respect:

1. Staff Notification: The staff member will share their concern with school administration.
2. Administrative Review: Administration will thoughtfully assess the situation. If it is determined that a change of clothing is necessary, the student's parent or guardian will be contacted and provided with the following options:

the following options:

- The student may change into a school-provided item of clothing
- The parent or guardian may bring a change of clothes for their child

In cases where the Administrator determines the concern does not require an immediate change of clothing, but does warrant future attention, the student's teacher will reach out to the parent or guardian to discuss the matter in a supportive and respectful manner.

Our goal is always to handle these situations with empathy and understanding, ensuring students feel safe, respected, and included while maintaining the standards of our school community.

**9. End-of-Day Dismissal** has been designed to provide a safe, efficient process 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 buses in the bus loading zone and escorted to their bus by supervising staff.


**Vehicle Pick-Up Students** will be organized within the school and a supervisor assigned to each grade will lead students to the Vehicle Pick-Up Zone (Gates F) and wait with the students until their ride arrives.

- At the 3:30 bell, students will be escorted to the Pick-Up Gate F on 3rd Avenue N.

**Students Walking/Biking to School** will be dismissed after all bus students are loaded and have departed at approximately 3:40 pm.

- **West-exiting grades** 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.
- **East-exiting grades** will exit their designated doors single file. Students walking/biking home will be directed through Gate D to the school-patrolled intersection at Main Street and 2nd Ave N.
- Students who walk to **Starting Blocks** will be led to a pick-up point inside the school, where Starting Blocks personnel will be waiting for them.
- Students who attend the Town of Stonewall's Before and After School Program will meet a Program Employee at the appropriate Gates. Kindergarten - Gr. 2 students will be at Gate B and Gr. 3 & 4 students will meet at Gate D.

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

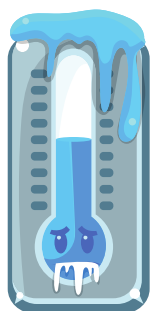


**10. Electronic Devices:** Students are asked not to bring electronic devices to school. The school assumes no responsibility in any circumstances for the loss, destruction, or theft of an electronic device brought to school or to any school-related activity. Any student found to be using a device without teacher permission or inappropriately will be asked to turn the device in to the principal, who will contact parents/guardians to come and pick it up.

**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. Indoor Activity Breaks and School Closures:** When weather is questionably 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



In the event of storms or extreme cold (wind chill -45 or a temperature of -40), which may require the school to close, a procedure has been set up for the entire school division. Winnipeg radio stations will announce division-wide closings. If the school does 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 busses will not run.

**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.

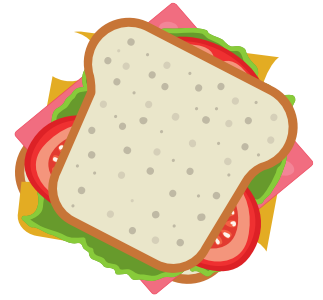
\*\*If, under exceptional circumstances, a child is required to take prescribed medication during school hours and the parents cannot be at school to administer the medication, the principal or his/her designate will only administer the medicine in compliance with the procedures that follow:

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.



**Request to Administer Medication Form -AP 4010-F1 can be found on our webpage under the Parent tab.**

**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.

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

After Spring Break students will be allowed to self-monitor their outdoor attire. Please make sure your child has enough clothing to be comfortable in all weather situations. We also highly recommend an extra set of clothes be placed in your child’s backpack in the event that he/she gets wet.

**15. Morning Arrival/Dismissal Procedures:** All areas associated with the following information have been designated on an Entry/Exit, Drop Off/Pick Up Map that follows. This map is also available on our school website <https://erwbb.interlakesd.ca/>

**Morning Entry Schedule:** Staff will be on duty to accept, direct, and supervise students, beginning at 8:30 am. Families are asked to ensure students arrive by 8:30 am. No student supervision will be provided before 8:30 am.

**Students who are dropped off by car will:** Arrive at the Entry Gate (see map) at 8:30 am. 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
- The staff supervisor assigned to each grade will guide students to enter the school and proceed to their classrooms.

**Students who walk or bike to school should also plan to arrive at 8:30 am. Instructions and locations for drop off/pick up and students who walk or bike to school can be found on the following page.**

- **Morning Announcements will begin at 8:50 am.**

**If your child arrives after 8:50 , their attendance will be marked late.**



# Entry/Exit Drop Off/Pick Up Map



**RWBB**  
Gate Access and Closure Times

**Morning**  
All Gates - Open 8:30 am Closed 8:45 am

**Afternoon**  
Vehicle Gate - Open 3:30pm Closed 3:40pm  
All Other Gates - Open 3:40pm Closed 3:45pm

**NEW**

**Map Labels:** GATE F, GATE B, GATE D, West Door, Office Door, 3 Ave N, Main St, 2 St E, RW Bobby Bend School

**Legend:**

- GATE F**: VEHICLE DROP OFF & PICK UP ALL GRADES
- GATE B**: NON-BUS ENTRY ALL GR K-2, NON-BUS DISMISSAL ALL K, 1-2 FI
- GATE D**: NON-BUS ENTRY ALL GR 3-4, NON-BUS DISMISSAL ALL GR 3-4
- WEST DOOR**: NON-BUS DISMISSAL ALL GR 1-2 ENG
- OFFICE DOOR**: -LATE ARRIVAL (AFTER 8:45 AM) ALL GRADES, -EARLY PICK UP (BEFORE 3:30PM) ALL GRADES



## 16. Nutrition and Activity Break Schedule:

### Kindergarten, Grade 1 & 2 Students

- o AM Nutrition Break: 10:40 - 10:57 am
- o AM Activity Break: 10:57 - 11:15 am
- o PM Nutrition Break: 1:00 - 1:30 pm
- o PM Activity Break: 1:30 - 2:00 pm

### Grade 3 & 4 Students

- o AM Activity Break: 10:40 - 10:57 am
- o AM Nutrition Break: 10:57 - 11:15 am
- o PM Activity Break: 1:00 - 1:30 pm
- o PM Nutrition Break: 1:30 - 2:00 pm



**17. 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.

**18. Parking Around the School:** There will be extremely limited or no parking 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., 2nd Ave. N., 3rd Ave. N. and 2nd St. E.)



**19. Progress Reporting:** 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.

**20. School Safety & Security:** A camera and buzzer system have been installed at École R.W. Bobby Bend School. This is to increase student and staff safety and the school's overall security. 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 a parent or emergency contact will be picking up your child/ren you must advise the school in writing or by phone call PRIOR to pick up. If you have not informed us, we will contact you for verification that your child/ren is allowed to be picked up by another person other than yourself or your emergency contact. Staff may ask for identification if they do not recognize the person picking up your child/ren.

**21. 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, mental health support/social worker are also available to students through learning support/school-initiated referrals.

**22. Visitors in the School:** 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.

