



**ROBLIN ELEMENTARY SCHOOL
STUDENT HANDBOOK**

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Roblin Elementary School Vision Statement

Roblin Elementary School is a center of excellence dedicated to the development of educationally prepared, productive, responsible citizens.

Roblin Elementary School Mission Statement

The staff at Roblin Elementary School, in partnership with our division, families and communities, is striving to provide a positive, safe and caring environment. This enhances the growth of the whole child: emotionally, socially, academically, culturally and physically.

The partnership/team concept is based on mutual trust, respect and an openness to discuss and resolve issues.

We recognize that there is more to achievement than those things that can be measured by tests.

Therefore we believe in the design and implementation of programs that place emphasis on a variety of instructional activities, materials and teaching strategies to enhance the growth of the whole child, emotionally, socially, academically, culturally and physically.

We believe in the importance of developing in our students:

- feelings of self-worth.
- respect and appreciation for the dignity and worth of all people.
- pride and respect for school and community (family, friend, class, school, town, country and world).
- a love of learning, a desire to reach their potential and to become lifelong learners.
- independence and cooperation.
- the skills, qualities and values necessary to function as responsible, productive members of society.

We believe children, the community, educators, guardians, parents and staff share the responsibility for the education of the whole child.

Children are Roblin's greatest resource!

GENERAL INFORMATION

Accidents:

All students are required to report injuries to educational assistants/teachers on supervision and/or to the office. A report of the accident shall be filed with the Division Office. School personnel will make every effort to notify parents and to ask for further instructions. If parents cannot be contacted or if the seriousness of the illness or injury does not permit delay, school personnel will arrange to transfer the student to the nearest medical facility for emergency treatment.

Arrival At School:

Supervision is provided on school property beginning at 8:30 AM, students are **not** to arrive prior to that time. Parents are responsible for their children until 8:30 AM. Middle Years students are no to be in their classroom before 8:45.

Attendance:

As set out in The Manitoba Public Schools Act, children are required to attend school from the time they reach compulsory school age (seven years of age or will be seven years of age prior to December 31 in a given calendar year) until they reach the age of eighteen. Every parent/guardian is responsible for sending his/her child to school. Parents/guardians are requested to communicate with the school on or before any absences. Students who are required to leave the school building during the school day must have written permission from a parent/guardian and are required to report to the office in order to sign out. Should they return before the end of the day they are required to sign in. This procedure ensures that the school knows the whereabouts of each student should the school need to verify student attendance during an emergency.

Awards:

Students in grades 7 and 8 are eligible for academic awards which are presented at our annual awards day in June. The following awards are presented:

Award of Achievement:

Awarded to those students who have a yearly average of 80% or higher in any subject.

Award of Excellence:

Awarded to those students who have a yearly average of 90% or higher in any subject.

Honor Roll:

Awarded to students who have achieved an overall yearly average of 80% or higher in all subject areas, with a minimum standing of 80% in any subject. Students will receive a certificate as well as have their name engraved on the Honor Roll plaque.

Mountain View School Division Awards

Mountain View School Division recognizes the many gifts and talents of students. Mountain View School Division will annually recognize Grade 5 - 8 students provided they meet the established criteria of strong academic performance, combined with good citizenship and extra-curricular participation.

Bicycles:

Students who ride bicycles to school are requested to park them in the bicycle racks on the east, south, or north side of the school. Students are encouraged to lock their bicycles; the school is not responsible for lost, stolen, or damaged property.

Bus Transportation:

Mountain View School Division operates buses for the rural students and town students who live north and east of the Hwy 83 and 5 junctions on a daily basis. Twice annually, bus evacuation drills are reviewed with students. Discipline problems are managed by the bus driver, student and parent or are referred to school administration.

Christmas Concert:

Annually the students and teachers from grades K-6 present an evening Christmas concert for the public. This takes place in the gym and we look forward to you joining us for this celebration.

Electronics Policy: Early Years (K-4)

The use of electronic equipment such as handheld games, cell phones, etc. is not allowed during the school day. Students may use them while being transported to and from school, once arriving at school they may check their electronics in at the office. This will ensure students are not using electronics when they should not be and it will ensure the security of the item. Unauthorized use of electronics during school hours will be addressed through our discipline policy. The school is not responsible for lost or damaged property.

Electronics Policy: Middle Years (Gr. 5-8)

Students in Grades 5-8 will, from time to time, be allowed to use personal electronic devices in their classroom. This will be at the discretion of the classroom teacher and for purposes of expanding the educational experience through the use of technology that they may have access to on a daily basis. Students are not *required* to have such devices, or to bring them to school, that remains the decision of parents. Please NOTE – this policy applies to classroom use ONLY. Unauthorized use of personal devices **outside** of the classroom, at recess breaks or lunch, or in the classroom without teacher permission will be addressed through our discipline policy. This privilege is one that can be revoked if misuse is a problem. A secure lock box is provided in the office if students choose to turn in devices for safe keeping, otherwise they are kept at their own risk and the school is not responsible for their safety or care.

Emergency Preparedness Drills

During the course of the school year, a minimum of ten fire drills and two lockdown drills will be held to maintain student familiarity with emergency routines.

Extra-Curricular Activities:

Our school offers a variety of extra-curricular activities for students of all ages. Information regarding activities is communicated through announcements, the school newsletter and/or on the school website.

Field Trips:

Each year students may be involved in field trips depending on the grade level. All such trips are arranged in accordance with the policies of the Mountain View School Board and require parental permission. These trips provide students not only with worthwhile learning activities but with an opportunity to grow and learn with their peers.

Fund Raising:

Each year students in our school participate in fund raising activities which support student activities such as field trips and school events, including Jump Rope for Heart, Law and Order Cup, and the Terry Fox Run.

Home Economics and Industrial Arts Classes:

Students in grade 7-8 will have Home Economics classes and Industrial Arts classes throughout the school year. The classes are held at the Goose Lake High School. Students walk to and from these classes. Grade seven students will be supervised by teachers on the walk to and from the school until a safe routine has been established.

Illness:

During the school day when a student is too ill to attend classes, the illness is to be reported to the office by the student or teacher. When this occurs the child will be placed in the sick room. Should the child or teacher decide the illness necessitates going home or to the hospital, parents will be contacted.

Late for School:

Students are expected to be punctual with their arrival at school. Instructional classes begin at 8:55 a.m. and 12:55 p.m. Students who arrive after these times must report to the office. A "late slip" from the office will be issued to the child who will then give this slip to the classroom teacher. Three late slips without a valid reason will be addressed through the student code of conduct.

Lunch Options:

The school operates a daily canteen which sells items that are approved by the school's nutrition policy. Children have the option of ordering snack type items daily. Additional sales, such as hot dogs or pizza for example, occur throughout the year and are communicated through notes home and/or the school newsletter and website. All classrooms are each equipped with a microwave for student use to warm food items at lunch time. Staff or older students help with the warming of lunches in early years classrooms.

Medication:

If it becomes necessary for a student to have prescription medication administered by school staff during the school day, the parents must complete a permission form provided from the office. The form must be signed by parents and the physician. All medication will be kept in a secure location to be dispensed as instructed by the doctor. Non-prescription medicine (aspirin, cough syrup etc.) will not be administered by school staff

Music Lessons:

Children have the opportunity to take instrumental music lessons within the school from community music teachers. These private lessons are not provided by the school. The lessons however do take place during the instructional day and the children are expected to catch up on any missed work while they have been at their lesson.

Parent/Guardian/Visitors:

We ask that all parents/guardians/visitors report to the office. If a parent/guardian is staying in the school for a period of time, for example to volunteer, we ask that they sign in and out of building at the office.

Parent Advisory Council:

Roblin Elementary School has a Parent Advisory Council which may be composed of parents, community members and teachers. The council consists of parents as well as a staff representative and the principal serving as two non-voting members. The Council meetings are scheduled once a month during the school year. Council meetings are open to parents, teachers and the community. Minutes from these meetings are posted on the school website. The Council's mandate is one that has been predetermined by the Department of Education and Training.

Parent Communication:

A school newsletter is published monthly. This is one of our main instruments of communication with parents/guardians. Student achievements, special events and activities are highlighted periodically. The newsletter is sent home with the youngest child of the family in this school. We also encourage students and parents to check our school website. Classroom teachers may also choose to communicate via email, telephone or student agendas/planners as necessary.

Parents Procedure for Concerns:

Parents are encouraged to contact the classroom teacher first when they have questions regarding their child's programming and/or behaviour. Teachers and/or parents may then choose to involve the administrator depending on the nature of the concern.

Parent Volunteers:

Every year our school looks forward to parental support within the school. Parents who are able to volunteer at school assist us in many ways. Should you be interested in helping out please notify the school. *Volunteer Guidelines* and the required Child Abuse and Criminal Record Check paperwork is available in the office, please stop by and pick up a copy.

Permission for Changes in After School Routine:

Parents are required to communicate with the bus driver and classroom teacher if there is to be a change to a child's end of day dismissal routine. This can be communicated via note or student agenda; please avoid communicating these changes via telephone call or text/email messages. Due to the high volume of traffic and requests in the office at the end of the day, please ensure that if you need to phone in regarding a schedule change, that you do so prior to 3:00 pm. **If no note or message is received, your child will be sent home in the normal manner.** Please also note that MVSD bus transportation is provided only between the primary residence of the child and the school and is not intended to be used for transporting students to or from locations other than their home.

Personal Appearance:

Students and parents/guardians are asked to use good judgment with respect to dress, grooming and general appearance. Students must wear shoes at all time for safety reasons. Outdoor footwear will be removed for indoor

shoes upon entering the school. Hats and caps are not to be worn in the school. Students who are deemed to be wearing clothing that is inappropriate or offensive will be required to correct the problem and parents/guardians will be notified.

Physical Education Classes:

Students who are unable to take physical education for extended periods of time must provide a note from a doctor stating the reason, the length of time and in what physical education activity he/she can participate. All students in grades 5-8 will be expected to change their clothing before and after gym class. Students will be required to wear a t-shirt, shorts or sweat pants, socks and running shoes.

RES Student Code of Conduct:

Posted on School Website or available in the office in print form upon request

School Assemblies:

Assemblies are typically on or near the first Friday of each month. Other assemblies occur on an "as need" basis. Assembly times vary and are advertised in the school newsletter.

School Pictures:

Each fall students in our school have the opportunity to have their school picture taken. Picture packages are offered to parents for purchase.

Science Fair:

A school wide science fair takes place every year and is open to all K-8 students and classes. Winners in the various categories from grades 3-8 become eligible to compete in the Western Manitoba Science Fair in Brandon. A booklet with a complete description of the fair, its rules and regulations is available from the school.

Scooters, Skateboards, Rollerblades:

Students are not allowed to use scooters, skateboards or rollerblades during the school day on school property.

Skating and Swimming:

Students in grades 1-8 have opportunities to experience activities in the local skating arena and swimming pool during the school year. The cost of these programs is covered by Mountain View School Division.

Student Council:

Roblin Elementary School students in grades 5 through 8 have the opportunity annually to run for an elected position on the school student council. The council consists of table officers of president, vice president, treasurer and secretary, as well as a classroom representative from each grade 5-8 classroom. The student council plans activities for the K-8 population throughout the school year as well as provides our middle years students with an opportunity to develop leadership skills.

Student In Good Standing Policy

Students in Grades 5-8 are expected to maintain their status as a Student in Good Standing in order to enjoy access to all privileges and options available to our students. A student in good standing is a student who is current with their school work, is not failing courses, has been in attendance at least 80% of the time, as well as being a student who has been successful at following school rules. Permission to join or remain part of a club or activity can be suspended at any time if a student is not in compliance with this policy. Behavior resulting in an in-school or out-of-school suspension, repeated office referrals in a two week period or classroom behaviors that have not improved despite a series of in-class interventions will result in automatic loss of privilege as well.

URIS:

URIS (Unified Referral and Intake System) is a joint initiative of the departments of Family Services and Consumer Affairs, Health and Education. The protocol supports children attending community programs who have special health care needs and require assistance when they are apart from their parents/guardians. These needs include, but are not limited to, seizure management, diabetes management, inhalation of medication for asthma, and administration of an epi-pen for life threatening allergies. A registered nurse develops health care plans and provides the school personnel with training and periodic monitoring. To initiate this support, parents complete a URIS application form on a yearly basis. Forms are sent home with registration packages at the beginning of the year and can be requested from the office if the need arrives at other times of the school year. URIS applications need to be completed annually.