



# ÉCOLE RIVERSIDE STUDENT/PARENT HANDBOOK 2018-19

Riverside Staff

[COMPANY NAME] [Company address]



## **Welcome to École Riverside School**

Dear Parents, Guardians and École Riverside School Community,

I am excited for another year as principal of École Riverside School and hope that the summer months have provided you with some rest, relaxation, and an opportunity to rejuvenate. The beginning of the school year is an exciting time for everyone involved.

The École Riverside School teachers are ready and eager to get back into their classroom and engage the students in their learning. At Riverside we want every student to be successful in their education and we will provide the opportunities for our students to develop these necessary skills. We look forward to working with everyone this 2018-19 school year.

Having your support and interest in your child`s education will be very beneficial for all involved. We encourage you to stop by our school and visit to find out about our school`s large variety of activities. We wish you a wonderful school year.

Best Wishes,

Mr. Jonathan Wamboldt  
Principal  
École Riverside School

### **Mission Statement**

École Riverside Elementary School is a dual track school committed to providing high quality education by maximizing the individual's intellectual, social, emotional and physical development in a safe, respectful environment.

### **School Website**

[rss.mysterynet.mb.ca](http://rss.mysterynet.mb.ca)

### **École Riverside School Staff – 2018/19**

Principal  
Vice-Principal  
Secretary  
Library Resource Clerk  
Nurse

Mr. Jonathan Wamboldt  
Mrs. Ashley Roberts  
Ms. Erin Krokosz  
Mrs. Wendy Birch  
Ms. Kathy Beavis

Counsellor	Ms. Vanessa Nerbas
Music/The Arts	Mme Steph Davis and Mr. John Peters(.5)
Physical Education/Health	Mr. Martin Vermette
Physical Education/Health	Mrs. Brenna Crook (.5)
Resource	Mrs. Brenna Crook (.5) and Mrs. Ashley Roberts (.5)
Resource	Mme Suzanne Noel-Burak
Early Literacy support teacher	Mrs. Colette Hykawy (.5)
French Language support	M. Mulungwa Nundu
Kindergarten	Mrs. Kristin McKenzie (E) (Full day program)
	Mme Ashley Squires (F) (Full day program)
	Mme Kristin Donovan (F) (Full day program)
Grade 1	Angie Forsythe (E)
Grade 1	Mme Amy Portey (F)
Grade 1	Mme Amy Ketch (F)
Grade 2	Mme Karlyn Houndle (F)
Grade 2	Mr. Jeremie Brisson (F)
Grade 2	Ms. Ranata Holmes (E)
Grade 3	Mme Sharon Pankratz (F)
Grade 3	Mr. Jeff Ziemanski (E)
Grade 3-4	Mme Chelsea Carrigan (F)
Grade 4	Mme Marcia Oster (F)
Grade 4	Mr. Adam Oleksiw (E)
Grade 5	Mr. Jeremy Epp (E)
Grade 5	Mme Betty Duhaime (F)
Grade 6	Mrs. Carlee Monias (E)
Grade 6	Mme Micheline Gagné (F)
Grade 7	Mme Allison Kissick (F)
Grade 8	Mme Mervat Yehia (F)
EA's	Amber Linklater, Jasvir Masaun, Julia Muller
Head Caretaker	Sevdije Mehmeti
Caretaker	
Caretaker	Michelle Richcoon

**2018-2019 Upcoming dates**

<b>September 4</b>	<b>Admin Day <i>No students</i></b>
<b>September 5</b>	<b>First Day of Classes</b>
<b>September 12</b>	<b>Meet the teacher 4pm – 5pm</b>
<b>September 13 &amp; 14</b>	<b>Strong Beginnings – <i>No regular classes</i></b>
<b>September 21</b>	<b>Terry Fox Run 2:45pm</b>
<b>Oct. 4</b>	<b>District PD – No school for Students</b>
<b>October 8</b>	<b>Thanksgiving <i>No School</i></b>
<b>October 18 &amp; 19</b>	<b>MTS PD Day <i>No School</i></b>
<b>Nov. 7</b>	<b>Picture Day</b>
<b>November 14</b>	<b>Student Led Conferences</b>
<b>November 26</b>	<b>Report Card writing- <i>No school AM only</i></b>
<b>December 21</b>	<b>Report Cards available online/Last day before winter break (Dismiss 2:30)</b>
<b>December 24-January 6</b>	<b>Winter Break</b>
<b>January 7</b>	<b>First day back to School</b>
<b>February 6</b>	<b>District PD – <i>No school</i></b>
<b>February 18</b>	<b>Louis Riel Day- <i>No school</i></b>
<b>March 1</b>	<b>Report Card writing- <i>No school PM only</i></b>
<b>March 22</b>	<b>Report Cards Available</b>
<b>March 25-29</b>	<b>Spring Break – No School</b>
<b>April 17</b>	<b>Student Led Conferences</b>
<b>April 19</b>	<b>Good Friday – <i>no school</i></b>
<b>May 10</b>	<b>District PD - <i>No School</i></b>
<b>May 20</b>	<b>Victoria Day – <i>No School</i></b>
<b>June 14</b>	<b>École Riverside School Planning day – <i>No school</i></b>
<b>June 28</b>	<b>Report Cards available/Last day of School (Dismiss at 2:30)</b>

## *Guidelines and Procedures*

### **Opening Exercises**

Opening exercises consist of starting the day with the morning announcements and the playing of “O’Canada.” O’Canada will be sang in English and French throughout the school year.

### **Acceptable Student Dress**

While the school does not have a detailed dress code, some guidelines have been put into place.

T-shirts with foul language, sexist comments, racial comments, or graphics advocating violence will not be allowed in the school. Students are not allowed to wear bandanas.

Clothing which is too revealing is prohibited. Our rule of thumb is that the

- Bellies/mid-sections must be covered.
- We should not be able to see your underwear.
- Low cut tops will not be allowed.
- Shorts should be at least mid-thigh. Short-shorts and short skirts are not allowed.

**Students will be asked to change their clothes when deemed inappropriate by the school administration.**

Students must wear shoes at all times. Parents must provide an in-door pair of shoes for physical education and classroom use. Wearing shoes is required due to the fire evacuation routines which do not allow students time to put on footwear. If a student is in sock feet for any reason and the fire alarm sounds, he or she must exit the building without footwear, regardless of temperature and weather conditions.

### **Acceptable Use Contract**

Students and parents/guardians are required to sign an “Acceptable Use Contract” at the beginning of each school year, or upon registration. The contract will be online under web forms on parent connect. The contract is to ensure that students are using technology within the school appropriately. If students are found to be abusing technology in the school, their privileges will be revoked.

### **Permission to Display Photos**

All students must have the photo form filled out by their guardians at the beginning of every school year. This will be a web form as well to be completed online through parent connect.

### **Attendance Records**

All attendance will be kept by the teachers on the computer. Synvoice will send a message to the homes of students who are absent at 9:30am and 1:30pm. If you know your child will not be in school on a particular day please call the school to let us know at (204)677-6115. Late students must first report to the office to inform the secretary of their arrival.

If attendance becomes a problem the issue will be referred to the office. A letter will be sent to the parent stating that we have a problem with their child's attendance and if there continues to be an issue, the school will make a home visit. If there is still no improvement, the student will be referred to the counselor who may

- make a home visit
- schedule a case conference involving staff/parents/student,
- create an attendance plan
- contact Child and family services

At École Riverside School we strive to have our students present every day and will work with families to help students do their best and to be present in school.

### **Awards Assemblies**

École Riverside School has monthly assemblies to celebrate attendance, academic performance, virtues, and other student successes. Assembly dates and times are published in the monthly newsletter. Teachers will contact the parents of award recipients prior to the assembly.

### **Bicycles/Scooters**

We encourage students to use active means of transportation. Students who ride their bike to school need to wear a helmet and should lock them to the bike rack. When riding your scooter to school we encourage you to wear a helmet as well. You can store your scooters in the nurses room. Students must obey all traffic laws. The school will not be responsible for damage to bicycles or scooters.

### **Child Abuse**

Teachers are obligated by law to report disclosure and/or suspected cases of child abuse to the proper authorities.

### **Concerns**

From time to time concerns arise. It is important that the teacher is contacted first to discuss the matter. If this does not provide a satisfactory resolution, the parties should meet with administration in an attempt to resolve the issue. This protocol is in accordance with District Guidelines for resolving complaints.

### **Counseling Program**

Mrs. Vanessa Nerbas, our counselor, works with students, parents, staff and community agencies. Feel free to contact her at (204) 677-6115 if you wish to discuss counseling services for your child.

**Daily Schedule**

<b>K-6</b>	<b>Grades 7-8</b>
8:50 First bell rings – students enter	8:50 First bell rings – students enter
9:00 Second bell rings – opening exercises	9:00 Second bell rings – opening exercises
10:25 - 10:40 Recess	9:45 Second Period
12:00 Noon Dismissal	10:25-10:30 Break
12:55 First bell rings – students enter	10:30 Third Period
1:00 Second bell rings – afternoon classes begin	11:20 Fourth Period
2:30- 2:45 Recess	12:00 Noon Dismissal
3:30 Dismissal for the day	1:00 Fifth Period
	1:45 Sixth Period
	2:35 – 2:40 Break
	2:40 Seventh Period
	3:30 Dismissal for the day

Please plan your child’s departure from home so that he/she arrives on the playground close to 8:50 a.m. and 12:55 p.m. **Please remember we have alternate drop off areas for students on Silver, Granite, Copper, and Cobalt Streets. This helps with congestion in the school yard and loop.**

**Bill 22: Nutrition Policy**

We encourage all students and parents to choose healthy food choices from the Canada Food Guide when bringing or sending food items to school. Teachers are also encouraged to offer healthy food choices when presenting food to their students.

There is a complete École Riverside School Nutrition Policy online and available upon request through the office.

**Bill 24 – Electronic Equipment**

We encourage all students to leave their electronic equipment at home unless otherwise discussed with their teacher. The following considerations have been offered to all parents/teachers and students.

- If a student brings a cell phone to school they should store it in their school locker or book bag. Cell phones in classrooms tend to interrupt teacher instruction and student learning.

- Teachers will be allowed to carry cell phones for student medical and safety concerns. Teachers are asked to refrain from using cell phones for other purposes during the regular school day.
- Cameras and other electronic devices that are capable of taking pictures are not allowed, unless school and parent permission has been given. If a camera is used inappropriately, teachers are asked to have the student remove any pictures of our students and staff.
- All cell phones, I-Pods, MP3, game stations, and text messaging machines are to be taken from students during regular classroom time unless being used in a classroom activity. (These items can be stored in student lockers). Teachers are asked to hold in their possession, these items and return them to the student at the end of the day. If use of electronic equipment continues, referrals will be made to the parents and administration.
- Cell phones/iPods/iPads are not allowed to be used during recess or in the hallways.
- After 3:30 students are free to use their electronic devices.
- Laptops may be used in school. Students are asked to refrain from searching inappropriate Internet sites. If this occurs, students will be referred to the administration immediately. Students must also refrain from playing computer games on their laptops during school hours.
- All cyber-bullying incidents will be reported to the office. Parents and the appropriate support organizations will be notified.
- École Riverside School will not be held responsible for lost/stolen/damaged electronic equipment.

### **Detentions**

Students may be given detentions before or after school. Home contact must be made if a child is being kept after school.

### **Discipline/Rules/General Procedures**

École Riverside School's expectations for student behaviour are:

- Students are expected to enter and leave the building in an orderly manner. Students may enter the building when the bell rings, or when the sign that early entry is permitted has been posted. The early entry sign is posted during severe weather such as temperatures below minus 30, stormy winter weather, and rain.
- Students are expected to remove outdoor footwear. They are to wear indoor footwear at all times.
- Once arriving in the lobby, students are expected to remove their hats, caps, toques, hoodies and coats. The expectation is that no caps or hats will be worn except when entering or exiting the building.
- Students are expected to leave jackets and coats on the coat hooks provided or in their lockers.
- Students are expected to be respectful to each other in the way they act and speak. They are expected to refrain from all forms of violent activity and harassment, including fighting, intimidation, kicking, pushing, play fighting or cyber-bullying.
- Students are expected to be respectful of all adults in the school and to carry out all reasonable directives given by teachers and support personnel.
- Students are expected to comply with school and classroom rules.



- Students are expected to take care of property belonging to himself or herself, other people, or the school. Junior High students are expected to take care of the locker assigned to them over the course of the year and keep the common locker bay area clean.
- Students are expected to attend school every day unless prevented from doing so by illness or other acceptable reasons. A note or telephone call is required when a student has been absent.
- Students are expected to arrive at school on time, fully prepared to work. This includes having the necessary supplies.
- Students are expected to complete all assignments on time to the best of their ability and to participate in classroom activities.
- Students are expected to refrain from chewing gum and seeds at school.
- Smoking is banned on all School District property at any time.
- All tattoos/shirts involving inappropriate gang/drug/violent symbols or slogans must be covered or removed. Students may be sent home to change clothing.
- **Students must wear appropriate clothing or they will be sent home to change (no short shorts, or revealing shirts, low riding pants, etc.)**

The following list represents the sanctions, which may be used as disciplinary measures. Incidents are recorded in a computer database and sanctions generally become more severe as the number of incidents increases. Incident reports are issued by the principal or vice principal. The list is not in order of priority:

- Student conference or verbal reprimand.
- A working recess.
- Stay in office at 3:30.
- Come to school early for meeting.
- Alternate recess privileges.
- Parent meeting required prior to further attendance at school.
- Behavior management program and/or mandatory counseling.
- In-school suspension.
- Out-of-school suspension. There is usually a meeting held to bring the student back to school with guardians and administration following an out of school suspension.
- Family Group Conferencing may be used in place of any of the sanctions, but generally it would be an alternate to long-term suspensions.
- All acts of violence toward other students or staff will be considered under a policy of zero tolerance. This means that intervention will take place in some form and that violence or threats of violence will never be considered acceptable. Actual consequences will vary with the severity of the violent act. Normally a parent meeting will be called prior to any suspension being issued. In conflicts between students; Family Group Conferencing or other mediation techniques may be applied.

### **Locker Search Policy**

When you use the school lockers, you agree to keep only your personal belongings in the locker. You also agree not to keep anyone else's belongings in your locker.

You agree to not keep any of the following in your school locker:

- Drugs
- Alcohol
- Stolen property
- Anything that could be used as a weapon
- Anything deemed by the school or police to be dangerous to students and/or teachers
- Anything that is illegal to possess

Even though students put locks on their lockers; lockers are the property of École Riverside School and we have the right to open, search and inspect the school lockers without notice to you if we have reasonable grounds to believe that you have anything from the list above in your locker.

If we search your locker and a teacher finds anything listed above, they may seize those items and use them as evidence against you for school discipline. We may give those seized items to the Royal Canadian Mounted Police (RCMP) for possible criminal investigations and charges. We may invite the RCMP to visit several times each year to search the locker areas and the outside of closed lockers with police dogs. These searches will ensure that none of the items listed above in section 2 are in the school lockers at any time. If the police dogs detect any items listed above in section 2 in the locker, school authorities and/or the RCMP may open and inspect the locker.

### **Illness**

Students who become ill while at school must report first to their teacher. Permission to go home will only be granted after office personnel have been able to inform a parent of the situation and receive authorization from the parent to send the child home. In the case of medical emergencies, a student may be transported to the hospital and parents asked to meet their child at the hospital. Keep in mind that school personnel do not have authority to authorize medical treatment. If students are staying home for the day please call into the office (204)677-6115) to let us know they are sick and we will then mark them excused.

### **Student Led Conferences**

Parents/Guardians attend Student Led Conferences with their children. This is an opportunity for students to share their successes and achievements. The first set of conferences will occur November 14<sup>th</sup> for the purposes of setting student goals for the year. The second set of conferences will occur April 17<sup>th</sup> when students will share their portfolios with parents/guardians. Students are expected to attend the conferences with their parents to share what they have been doing in school. Guardians will book their SLC times on parent connect.

### **Report Cards**

We have three report cards that will be filed on parent connect. They will be efiled in December, March and June.

### **Textbooks**

Students will be responsible for textbooks they are assigned. Any books lost or defaced will be the financial responsibility of the students.

### **Use of Internet**

Students at École Riverside School can have access to the Internet under the supervision of École Riverside staff. Access to the Internet is intended for students to do legitimate research and class assignments. However access to questionable sites, surfing for personal enjoyment and personal e-mailing are not permitted. Parents are required to accept thea “Computer & Internet Acceptable Use Form” before students will be given Internet privileges on parent connect.

**Students are to familiarize themselves with the “Acceptable Use Document” which outlines the expectations for Internet use at school. This document is posted in the classrooms and the computer lab and is available at the school office.**

Students who use the computer lab and/or its equipment for inappropriate reasons will lose the privilege of using the lab.

### **Door Security**

Only the lobby doors will be unlocked before the morning bell and at lunch to allow people who have legitimate business into the school. Only kindergarten students will be allowed in the lobby before the bell rings. All other students are expected to remain outside until the bell rings. During the school day, the lobby doors will remain unlocked, while all other entrance ways will be locked to the general public.

### **Early Dismissal/Sending Students Home**

If students are required to leave school early, permission from a parent or guardian is required. If your child has to leave early on a particular day, please send a note to the teacher. Students must never leave the school grounds without first notifying the office.

### **Truancy/Lateness**

The classroom teacher has the most immediate contact with students so it falls upon her/him to track and report initial issues regarding late and absent students. The classroom teacher is responsible for making first contact with parents and guardians when there is a concern that a particular student is late or absent too often. Should the classroom teacher exhaust everything within her/his means to help a student arrive at school and be on time without improvement, the classroom teacher to notify the counselor and administration must initiate further steps.

### **Emergencies**

Throughout the school year, fire drills and lock down exercises will be practiced by staff and students. There is an alternate evacuation plan for severe weather where the students in kindergarten and grade 1 will go to the Riverside Daycare and students in grade 2 to 8 will go to the Lakeview Inn and Suites.

## **Field Trips**

### *In-Town Trips*

Parents will be informed by specific letters when students will be participating in an in-town excursion. All parents/guardians are required to fill out forms on parent connect that allows their children to participate on field trips off school property. This includes visits to other schools within the division. If you need a printed copy ask the office and we will provide a paper copy. Students who do not have signed forms will be kept at the school. This will be done through web forms on parent connect.

### *Out-of-Town Trips*

Parents will be notified of out-of-town trips by letter. A signed parental permission slip must be returned to the school before a student will be allowed to attend a field trip. Field trips are part of the curriculum and students are expected to participate.

## **Library**

The library is staffed with a library clerk. There is a computerized sign-out system for signing out material.

## **Lost and Found**

Please encourage your child to make use of the lost and found. Small items such as money, jewelry and glasses are kept in the main office.

## **Lunch Program**

École Riverside School operates a lunch program. Please contact the office for information and registry. Having your child enrolled in this program is dependent on space available. This is over and beyond the school day; if students are misbehaving in the program they will be discontinued from the program.

## **Newsletters/Calendar**

Newsletters are published once a month. These letters provide important information on upcoming events. Information about school life at Riverside is also included. The newsletters are published on the website and will be emailed to parents.

## **Nut Aware**

École Riverside School is a “Nut Aware” school. We have several students who are allergic to nuts and nut products. We ask parents to send lunches and snacks with students that do not contain nuts or nut products.

## **Parent Advisory Council**

Riverside School has an active Parent Advisory Council which meets monthly. All interested parents are encouraged to get involved. Contact our school for more details at (204)677-6115.

## **Parent/Teacher Communication**

Parents are encouraged to communicate regularly with their child(ren)’s teachers. Teachers are available through a variety of methods, including by letter, telephone, e-mail, and personal appointment. Many of our teachers make use of Teacher Connect. Those teachers using Teacher

Connect will inform parents of how to access these services. Other useful sources of information are the School District of Mystery Lake website ([www.mysterynet.mb.ca](http://www.mysterynet.mb.ca)) and the École Riverside School website ([rss.mysterynet.mb.ca](http://rss.mysterynet.mb.ca)).

### **Parent Volunteers**

Riverside School encourages parents to volunteer. Parents who volunteer in our school must go through a screening process. This involves filling out an application, completing a criminal records check, and completing a child abuse registry check form. These forms can be obtained through the school board office or our school. This is in accordance with the School District of Mystery Lake policy.

### **Playground Supervision**

Students are supervised during recess at 10:25am and 2:30pm. Be aware that there is no playground supervision provided prior to 8:50am, during the lunch hour from 12:00-12:55pm, or after 3:30pm.

### **Public Health**

Riverside's Public Health nurse is in the school on a regular basis. The nurse is available for assistance in the classroom as well. The nurse has a mailbox in the office for messages.

### **Recycling**

Riverside has a recycling program in the classrooms. Students are strongly encouraged to support this program by using the blue recycling bins located throughout the school.

### **Snack Program**

École Riverside School has the Snack Attack. Students may buy snacks at recess or at noon and during the school year there will be hot lunches for sale.

### **Synervoice**

Synervoice is an automated phone system that allows the school to send mass messages to parents and guardians. Synervoice is mainly used to inform parents and guardians of student absence. If your child is absent or arrives to school after 9:30am or 1:30pm, Synervoice will automatically send a message to the student's home. We also use Synervoice to send weekly announcements. Synervoice will continue to call a student's home until somebody answers the call and confirms they have heard the message.

### **Visitors**

All visitors must report to the office. The school reserves the right to ask visitors to identify themselves. Visitors are not allowed in the hallways or classrooms without authorization from the office.

### **Staff Parking Lot**

Parents/guardians are asked not to drop off or pick up their child(ren) in the parking lot. The school parking lot is for staff, and visitors. If parents drop off their child(ren) on the street where

the parking lot starts, please remind your child(ren) to use the walk path on either side of the parking lot and to not walk through the parking lot as it is dangerous. We encourage our school community to use these drop off points to minimize traffic congestion in the parking lot and to keep our students safe. The other drop off points are on Granite, Copper, Cobalt, and Silver.