

École Robert Browning
130 Browning Blvd.
Winnipeg, MB
R3K 0L8



School Handbook
2022-2023



3/6 K Edwards

Kirstin Edwards 199

August 30th, 2022

Dear Families of École Robert Browning:

On behalf of the school staff, we extend greetings to the families and the students of École Robert Browning and welcome you to our school. We hope that you will find the 2022-20223 school year a successful and memorable one!

In the spirit of reconciliation, École Robert Browning staff acknowledge that we are on Treaty One land, the traditional territory of the Anishnaabe, Ininiw, and Dakota, and the homeland of the Metis Nation.

The purpose of this school handbook is to provide everyone with some basic information about École Robert Browning. We suggest that you keep it handy for reference throughout the year. A copy is also made available on our school website, at:
<http://www.sjasd.ca/school/robertbrowning/Pages/default.aspx>

We would like to take this opportunity to highlight the importance of communication between the home and the school. We are all here to work together in order that the children may derive the most from their education.

We look forward to having a good year together, one in which the most possible is achieved.

Sincerely,

Mme. J. Rothwell
Principal / Directrice

ÉCOLE ROBERT BROWNING PERSONNEL**TEACHING STAFF:**

Principal	Office	Mme J. Rothwell
Kindergarten	Room 3	Mme Lagassé-Kroeker
Grade 1	Room 5	Mme Derouard
Grade 1	Room 9	Mme Dickens
Grade 1/2	Room 11	Mme Kwiatkowski
Grade 2/3	Room 8	Mme Pedersen
Grade 2/3	Room 10	Mme Omand
Grade 2/3	Room 12	Mme Campbell
Grade 2/3	Room 4	Mme Smith
Grade 4/5	Room 13	M. Proulx
Grade 4/5	Room 15	Mme Lines
Grade 4/5	Room 16	Mme Buchanan
Grade 4/5	Room 18	M. Bohémier
Éducation Physique	Gym	M. Vermeulen
Musique	Room 2	Mme Barratt
Resource Teacher	Room 17	Mme Ager
Counsellor	Room 17	Mme Towells (Day 1, 3, 5, 6)
Reading Recovery	Room 17	Mme MacLeod (a.m.)
Literacy Support	Room 17	Mme MacLeod (p.m.)

SUPPORT STAFF:

Administrative Assistant	Office	Mme Sawyer
Library Technician	Library	Mme Cox
Educational Assistant		Mme Soufi
Educational Assistant		Mme Kabouia
Educational Assistant		Mme Clapham
Educational Assistant		Mme Odonno
Educational Assistant		Mme Wegert
Custodian		TBD
Evening cleaner		Mme Guzzardi
Evening cleaner		Mme Arzobol

Important Dates

Mission Statement

École Robert Browning is a bilingual setting where we respect ourselves and others. We accept responsibility for our actions and our learning.

L'école Robert Browning est un milieu français où nous respectons nous-mêmes et les autres. Nous acceptons la responsabilité de nos actions et de notre apprentissage.

Philosophy

In a bilingual setting, empower every student to learn, to succeed, and to participate responsibly in an ever changing society.

Dans un milieu bilingue, donner le plein pouvoir à chaque élève d'apprendre, de réussir et de participer de façon responsable dans une société en évolution.

ÉCOLE ROBERT BROWNING SCHOOL PROCEDURES AND POLICIES

ABSENCE - CALL-BACK PROGRAM

Parents are advised that in the event your child/ren is/are to be absent from school, the school must be notified. To notify the school electronically you can download the app SchoolMsgr and register. For more information, please visit:

<http://www.sjasd.ca/school/robertbrowning/Parents/Attendance/Pages/default.aspx>

If you are having difficulties with the above format, please call the school office at (204) 837-8381 or email johanne.sawyer@sjasd.ca . If your child is absent without you notifying the school, the automated system will contact you at home and cell to confirm the absence. The system will attempt to reach you three times. We ask for your support by letting us know ahead of time.

Upon returning to school, the teacher will assist the child in determining the work that has been missed and the child will complete this work at home and at school.

***Please direct all attendance emails to the teacher and copy the office.**

LATE ARRIVAL

Students arriving late (after 9:12 a.m. or after 1:12 p.m.) must report to the office for a late slip.

INDIGENOUS EDUCATION

We believe that everyone in Manitoba benefits from Indigenous Education. Indigenous Education provides an opportunity to become inspired and to learn about the importance of resilience and, like the sharing circle, all learners are invited in to take their place. There is room for everyone. An inclusive model of education will make us richer, gives us the fullest breadth that education can offer our students, and forges relationships that includes all of us. The incorporation of Indigenous Education will result in the creation of an educational system as it was first envisioned here in Manitoba and a fulfillment of our history as a collective community.

ACCIDENT INSURANCE

Please note that since September 1998, the division policy IICA-R has been in effect requiring any students participating in field trips outside the perimeter or any activity that involves risk (i.e. trips to Oak Hammock Marsh, Lower Fort Garry, swimming, etc.) to have student accident insurance or additional insurance. During the first few weeks of school, insurance forms will be made available to all parents. It costs approximately \$8 - \$10 per child and covers the child 24 hours per day for the full year ending September 30th, 2023.

ASSEMBLIES

School assemblies are held to celebrate student learning and special events and to give classes and special groups the opportunity to perform for the student body. Parents and relatives are always welcome to attend. We enjoy recognizing the accomplishments of our students for their efforts in using the French language as well as in demonstrating positive character traits contributing to our school goals.

BUSSING/ SCOOTERS / SKATEBOARDS/ BICYCLES

Bussing is provided for all children in Grades K to 5 provided that the child's residence is 1.6 km or more from the school. If you require assistance in reference to bussing, please contact the school. Students registered for bus service are **the only ones allowed to ride on their designated bus. Casual rides for visiting and sleepovers cannot be accommodated.** A note or a phone call (before 12:00 p.m.) should be sent to the school when your child is not riding the bus. Without a note, the students will be placed on their appropriate bus at the end of the day. If an emergency arises before dismissal, please call the office.

Scooters and skateboards have become a popular mode of transportation for some students. We discourage the use of these items due to vandalism and theft. Storage of these items is not provided. The school will not be responsible for bicycles, skateboards and/or scooters brought to school. They cannot be used in the schoolyard for recess purposes. A bike rack is available for your child to park and lock their bike.

TOYS

Students' toys and personal items must remain at home.

BUS RIDERSHIP RULES

Riding on a bus requires that the passengers adhere to certain rules (enforced by the bus driver through the assistance of the school) in order to ensure safety. The rules are:

On the bus, all riders are to:

- a) Remain seated unless instructed otherwise by the driver and /or until the bus comes to a complete stop. Unload one seat at a time, beginning with the front seat. Remain in your seat until it is your turn to unload.
- b) Keep arms, head, etc. in the bus. Stay away from windows.
- c) Refrain from making noises and use indoor voices i.e. no shouting, screaming, profanity.
- d) Be courteous to fellow passengers.
- e) Refrain from throwing objects.
- f) Refrain from eating or drinking.
- g) Sit facing the front of the bus with legs and bags out of the aisle.

*If students persistently misbehave on the bus, their service will be suspended.

*A “three-strike” incident report system is in place.

CO-CURRICULAR AND NOONHOUR ACTIVITIES

Co-curricular activities in music and sports are often planned for the Grades 1 to 5 students. Events and practices may be held before or after school and during the lunch hour. In all co-curricular activities, emphasis is placed on participation.

CODE OF CONDUCT

École Robert Browning School endeavours to provide a safe, caring learning environment. Our Code of Conduct is based on the principles of respect, responsibility, integrity and developing personal excellence. Generally, classroom teachers are in charge of discipline. Parents are encouraged to phone the school if they have questions and make the first contact with the staff member who is directly involved. When the matter is a more serious one, or when the situation requiring discipline repeats itself, the principal becomes involved in disciplinary action which may vary from discussion, an apology, to in-school suspension or to out of school suspension. Parents are called or informed.

The underlying philosophy toward discipline at École Robert Browning has an emphasis on responsibility and mutual respect. Students are expected to follow codes of behaviour in various areas and/or activities i.e., playground, bus ridership and lunchroom. Each teacher establishes classrooms beliefs and classroom contracts. School beliefs will be enforced during field trips.

A model that we strongly believe in when providing guidance and support is the Restitution Philosophy of Dianne Gossen. This approach provides an opportunity for the student to “fix” their mistake, learn from the experience, and to return to the group strengthened. Caring consideration is given to anyone harmed. Certain situations may be considered “bottom-line” behaviours and more serious repercussions may follow.

Our main aim is that École Robert Browning School be a safe and happy place to attend, where students show respect for themselves, each other and for personal property. The St. James-Assiniboia School Division Code of Behaviour has been developed based on input from teachers, students and parents. At École Robert Browning, we adhere to this code.

Rights and Responsibilities:

Students have the right to expect that:

- Lessons will be presented in a clear and relevant manner, along with explanations of and involvement in the evaluation procedures to be used.
- Teachers will prepare for class, mark and return assignments promptly.
- Students will receive regular feedback of performance and achievement.
- Students will be able to work in a school atmosphere that is pleasant, orderly, respectful, and conducive to learning.
- Students will have access to school personnel for extra help concerning classes, assignments, remedial assistance, decisions, and other school or personal matters.
- School administrators will monitor programs and instruction.
- Students will be able to participate in a wide range of activities.

Students will be responsible for:

- Attending school and classes regularly and on time.
- Being prepared for all classes by bringing required materials.
- Completing assignments and other related work required by teachers and other staff.
- Completing any work missed due to absence.
- Making the most of educational opportunities through active classroom participation and involvement in other school activities.
- Taking pride in their work, their appearance, and what they have accomplished.
- Resolving conflicts and difficulties through discussions or by seeking assistance from school staff.
- Developing self-discipline, showing courtesy for all people in the school community.
- Obeying and observing the law and all school rules, including this Code of Conduct.

At École Robert Browning, the following are unacceptable:

- **Bullying** is defined as incidents between the bully/bullies and their victim(s). It is unfair, one-sided and involves imbalances of power and strength. It has unequal levels of affect – the bully walks away while the victim is in distress.

Bullying takes place in a variety of forms:

1. Physical aggression
 2. Social aggression (ex: spreading rumours, intimidation, exclusion from group)
 3. Verbal aggression (ex: name calling, threats, teasing, intimidating phone calls, inappropriate comments)
 4. Written aggression (ex: notes, electronic messages)
- **Discriminating/ Harassment** on the basis of gender, sexual orientation, ethnicity, size, religion, beliefs, physical or mental disability, marital/family status. It is defined as a relatively isolated incident that is abusive or unwelcome, that may be physically, psychologically or sexually harmful. Incidents may include, but are not limited to, verbal comments, written or electronic messages, and physical aggression. Students violating this rule will be subject to a variety of interventions and a range of consequences.
 - **Cyber –bullying and the use of electronic devices** In accordance with the Provincial legislation of *Bill 24, The Public Schools Amendment Act (Cyber-Bullying and Use of Electronic Devices*, École Robert Browning will not tolerate any form of cyber-bullying.

If students are found using the internet, digital cameras, cell phones, cell phones equipped with digital cameras, or any other personal electronic communication devices, in an unacceptable manner towards another student in the school, they will be severely dealt with.

Interventions and consequences

It is our policy to contact parents if there are any serious problems with student behaviour. We believe that parents have the responsibility to model and teach their children the importance of demonstrating a positive attitude, respect for the rule, and a good work ethic. We solicit parent support in reinforcing our policies. We expect École Robert Browning students to be responsible citizens.

Most students will follow and respond positively to behavioural expectations. When student behaviour is unacceptable, students will be subject to a variety of interventions and a range of consequences reflecting the severity of the infraction. Students are expected to take responsibility for their actions and be willing to accept the consequences.

Disciplinary consequences of violating the code can range from warnings (through informal and formal interviews), to conversations or meetings with school personnel and/or parents, to withdrawal of participating in school events, to restitution/community service, to the removal of privileges, to a referral to student services, to in-school or out-of-school suspensions, to expulsion from school. Suspensions may occur for a variety of reasons including those behaviours listed above as well as behaviour which is injurious to oneself and/or to others physically or emotionally or behaviour which has a negative effect on the climate, morale, and wellbeing of the school and the students and staff. Parents will be advised in all instances of suspension. During out-of-school suspensions, students will be forbidden access to the building and grounds and may not participate in co-curricular activities.

A re-entry conference involving the students, the parent(s)/guardian(s) and the school may be a prerequisite for readmission. At this conference the parent(s)/guardian(s) and the student may be asked to agree to the terms and conditions of a re-entry plan. Parent(s)/guardian(s) and the student may be asked to sign this agreement in writing.

Reinforcement of Positive Behaviour:

Most of our students exhibit excellent behaviour and respect for other individuals on a regular basis. These positive behaviours are reinforced and celebrated.

COMMUNICATION TO PARENTS

We wish to enable parents to be active partners in the schooling of their children and to that end, we make every effort to keep parents informed of school activities, special dates, events, needs, celebrations or recognitions. Every week, we publish 'Notes from the office' to keep our families up-to-date. These notes are emailed to every family that provides us with an email address. In Grade 1 to 5 classes, all students have a student agenda book and they are taught to record their responsibilities daily and plan. This is an important communication tool between parents and the school.

DISMISSAL PROCEDURES

Student Safety and School Security during dismissal and arrival

To ensure the safety of all students, the following safety procedures will be in place.

AM Procedures:

- No students are to arrive before 8:55 a.m. Parents are to drop off students in the school yard. Please do not enter through the front doors and walk through the school to exit through the back doors.
- Morning supervision will begin at 8:55 a.m. Please ensure that students who are dropped off or walk to school do not arrive before 8:55 a.m. There is no supervision before 8:55 a.m. The entry bell rings at 9:05 a.m.
- If the student arrives before 8:55, parents are responsible for the supervision of their child. Please do not leave your child unattended in the schoolyard or inside the school.
- Note that the YMCA runs a before and after school program at ERB, however, they are not responsible for supervision of students not enrolled in their program.

PM Procedures:

- Students who are picked will line up on the tarmac in the designated areas. Parents waiting for their children are asked to wait outside on the tarmac until the supervisor dismisses the students.
- If an emergency arises, please call the school and advise the office by phone. **Please note that messages of a time sensitive nature are not guaranteed to be retrieved in time.**
- Bussed students: Students will go home on the bus unless prior verbal or written arrangements have been made with the office (by a phone call or a note) for them to be picked up or asked to walk home.

Various times of the day:

- **All visitors including parents/guardians must report to the office.**
- Everyone is to report to the office when picking up a child early from school, dropping off lunches or forgotten items, etc... Please refrain from going to the classrooms. To minimize distractions, we will call your child down to the office.
- If you have made arrangements in regard to someone else picking up your child from school at any given time of the day (after school, lunch, etc...), please advise the school / the classroom teacher in writing (agenda, note...) as to who this person will be. If an emergency arises and a note is not possible, please call the office and speak with either the secretary or the administrators.

VISITORS

For the safety of our students and staff, we ask that all visitors and volunteers report to the office. A tag will be provided. This tag identifies you as a visitor/volunteer that has reported to the office and belongs in the school.

If you need to speak with your child, we will call them down to the office in order to minimize interruptions.

VOLUNTEERS

Volunteers are required, by divisional policy, to have both a Criminal Record Check and Child Abuse Registry check if accompanying a child/group on their own. See the office for details and the paperwork.

DRESS

Students are encouraged to dress appropriate for the weather and school activities. Proper footwear is required -- students are not allowed to walk around barefoot. Students are asked to

have a pair of runners that they can leave at school as they are expected to change from their boots or outdoor shoes when they come in.

EARLY DISMISSAL FROM SCHOOL (*must sign out at office before leaving the building)

Early dismissal from school will be granted where necessary. In such cases, a note stating the reason and signed by the parent is to be brought by the student to the teacher. The absence will be recorded at the office. Parents are encouraged, however, to schedule doctors' and dentists' appointments outside of school hours, when possible, or to arrange for these appointments on In-service or Administration days.

EMERGENCY CONTACTS

It is imperative that each parent provides the school with the name and phone number of an individual to be contacted in the event that there is an emergency and the school is unable to reach the parent. This information is to be listed on the “INFORMATION IN CASE OF EMERGENCY” form sent home with your child at the beginning of each school year. Where there is a change in this information during the school year, you are asked to immediately notify the school with updated or new information. While the child is in school, it is most important that we are able to contact someone in the event of an emergency or in the case of injury or sudden illness. Where we feel that a child may need medical care or observation at home, the parent will be contacted. No child will be sent home unless a responsible adult is there to receive him/her.

EMERGENCY SCHOOL CLOSING

In the event of severely inclement weather or a problem with the school facility, school may be closed for the day or the starting time delayed. Changes to regular school hours or to school closing will be announced over Radio Station CJOB (680 AM) between the hours of 7:00 and 8:30 AM. If no report is heard, parents may assume that school will be in session.

Similar conditions may also necessitate early dismissal. Every attempt will be made to notify parents of the necessity to alter the dismissal time. However, when a parent cannot be reached, an attempt will be made to notify the person named by the parent as a contact in the event of an emergency, and then the student will be dismissed.

FIELD TRIP PERMISSION FORMS

Division policy requires medical information (medical numbers) on every field trip form.

This is to ensure that in case of emergency the supervising teacher has access to all current information on the trip. Although this seems redundant to ask for the same information every single time your child attends field trip, it is Division Policy which needs to be followed. We ask for your patience and understanding and ensure all current numbers are provided.

FIRE DRILLS AND EVACUATION PROCEDURES

Fire drills are conducted 10 times a year in order to practice procedures in an emergency. In the event of an actual fire or emergency evacuation when shelter is necessary, we will adhere to the following plan:

- 1) Evacuate as a fire drill;
- 2) Check attendance then proceed by room directly to **Westwood Collegiate**, 360 Rouge Road, where another attendance check will be made; and
- 3) Wait at Westwood Collegiate for further instructions.

LOCKDOWN & HOLD AND SECURE SITUATIONS

According to the Divisional General School Lockdown Guidelines, we are committed to ensuring a safe learning environment for all staff and students. There are protocols in place to assess and act upon worrisome or threatening behaviours or events. We practice two school “lockdowns” a year.

Lockdowns are a response to immediate physical danger in and around the vicinity of the school. This includes situations where a person or group is out of control, a person or group is in possession of weapons, an unknown trespasser is suspicious and avoiding school authorities or other physical threats exist outside of our control (such as environmental concerns or escaped offenders in the community). With this in mind, the following guide provides staff with direction should the school encounter a situation that calls for a school to go into a lockdown.

We have developed a site-specific “Quick Reference” card for all staff. These cards will focus on #4-8 of the following general lockdown procedures developed by the Division.

Procedures for lockdowns are shared with all staff and students at the beginning of the school year.

General Lockdown Procedures

1. Designated school/office personnel, when informed by staff or student, will announce that there is a school lockdown in effect.
2. The announcement: “A SCHOOL LOCKDOWN IS NOW IN EFFECT. PLEASE SECURE THE BUILDING. FOLLOW PROCEDURES AND WAIT FOR FURTHER INSTRUCTIONS.”
3. School Office Personnel will call 911 and notify the Board Office/Feeder School(s) in order to activate the Board Office phone tree.
4. Staff will direct students to move into a safe place away from windows/doors.
5. Staff should close the door of the room they are in and turn out the lights. If possible, lock the door.
6. Staff will have the students sit quietly where they are NOT visible. Students are not to use cell phones.
7. Staff and Students will wait patiently and quietly until they receive the “ALL CLEAR” from the designated school/office personnel and wait for further instructions.
8. Lockdown procedures take precedence over fire bells/alarms.

Recovery: (Procedures once “ALL Clear” signal has been given)

1. Assess the situation – Is everyone accounted for and safe?
2. Invoke Tragic Events/Crisis Response School Procedures if necessary.
3. Attendance taken – verify with school office
4. Ensure all communication with the public/media/division schools should go through the Chief Superintendent or designate.
5. Debrief with Staff and Students. Provide student services/clinical support if necessary.
6. Ensure Serious Incident Form is sent to Chief Superintendent.

FRENCH LANGUAGE IN THE SCHOOL

Students are expected to speak French in the school. This enables the students to use the language skills learned in the classroom and become more proficient with the French language.

FUNDRAISING

Every year a fundraiser may be held to help subsidize classroom and school initiatives. We thank you for continued support.

LUNCH PROGRAM

Our lunch program runs from 12:00-1:05 p.m. Students are dismissed and supervised outdoors from 12:00-12:40. At 12:40 they come inside and eat their lunch in their homerooms. Lunch Supervisors are identified outdoors with yellow vests.

We are an allergy aware school! Some students in our school have **life threatening** allergies. **Please do not send any snacks or lunch items that may contain nuts, (including peanuts).** Students are expected to follow Lunchroom Rules in order to contribute to a pleasant lunch atmosphere. Adult noon hour supervision is provided.

NUTRITION POLICY

The St. James-Assiniboia School Division acknowledges the important role that nutrition plays in the total development and performance of your child. We believe that where possible, food served or sold in our school should reinforce good nutrition practices as emphasized in the *Physical Education /Health Education Manitoba Curriculum Framework of Outcomes for Active Healthy Lifestyles and the Manitoba School Nutrition Handbook*. We encourage all families to participate in healthy eating and physical activities at school. We will continue to promote and encourage the principles of healthy eating.

MEDICINE AT SCHOOL

In order to administer medication during school hours, according to School Division Policy, we require the written consent of parents and the authorization of a physician. If you require us to administer any medication, call in at the office for a form on which, according to policy, you can outline the conditions, provide the necessary consent and authorization. Return the completed form to school with the medication and it will be administered. This applies to all medication including over the counter medication.

Students must have taken the medication for 24 hours without any adverse effect.

PARENT COUNCIL

École Robert Browning School has an active Parent Council which works cooperatively with the school in the best interest of students' education. We encourage you to become active with the École Robert Browning Parent Council. Parent council meetings are scheduled monthly. An email reminder will be sent regarding the date and time of each meeting.

RECESSES (AM, PM AND NOON HOUR LUNCH BREAK)

Students have a recess break in the morning (10:30 - 10:45 AM), at noon (12:00 - 1:05 PM), and in the afternoon (2:27 - 2:42 PM). On rainy or on extremely cold days, these recesses will be held indoors. Division procedure states that on days where the temperature combined with the wind chill is below -29°C, the recess will be indoors. When the temperature is between -25°C and -28°C, the students may go outside for 10 minutes.

Please do not request that your child remain indoors for recess and/ or noon hour unless it is on the advice of your physician. Written permission is required from the doctor.

SCHOOL HOURS**AM**

8:55 Supervision outdoors begins
 9:05 Student entry and attendance
 9:10 Opening exercises
 9:12 First period begins
 9:53 Second period begins
 10:30 Recess begins
 10:45 Third period begins
 11:23 Fourth period begins

PM

12:00 Lunch period begins
 1:05 Student entry and attendance
 1:12 Fifth period begins
 1:50 Sixth period begins
 2:27 Recess begins
 2:42 Seventh period begins
 3:20 Eighth period begins
 3:57 Dismissal

***IMPORTANT: There is no supervision before 8:55 a.m. after 3:57 PM.**

TEXTBOOKS / LIBRARY BOOKS

Textbooks and library books are loaned to students by the School Division. A charge will be levied for books lost or abused. A refundable deposit will be required for loans over the summer months.

TRAFFIC

A recent site investigation by the City of Winnipeg has created some changes to signs and parking on Browning Blvd.

There is to be no stopping along the south side of Browning, eastbound.

There is to be no stopping or parking at any time in our bus bay.

There is to be no parking between 8:30-9:30 and 3:30-4:30 along the south side of Browning, westbound.

The School Division has built a car loop behind the staff parking lot. Parents may drop off their children at the designated area in the loop and continue driving to Browning Blvd. Please follow traffic signs.

Parking is available on Wordsworth Way and Rouge Road.

O Canada

Canada's National Anthem / L'Hymne National du Canada



English Version

**O Canada! Our home and native land!
True patriot love in all of us command.
With glowing hearts we see thee rise
The True North strong and free!
From far and wide, O Canada,
We stand on guard for thee.
God keep our land glorious and free!
O Canada, we stand on guard for thee.
O Canada, we stand on guard for thee.**

La version française

**Ô Canada ! Terre de nos aïeux,
Ton front est ceint de fleurons glorieux!
Car ton bras sait porter l'é pée
Il sait porter la croix!
Ton histoire est une é popée
Des plus brillants exploits.
Et ta valeur de foi trempée,
Protégera nos foyers et nos droits.
Protégera nos foyers et nos droits.**

École Robert Browning School...
...A Great School for Growing and Learning --
The Bilingual Way!

École Robert Browning School
... une excellente École pour grandir et apprendre
d'une façon bilingue!