



Robert Andrews School

**“With each and every day,
we should all leave here
better than when we came in.”**

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Robert Andrews School

Beliefs and Expectations

Our Mission Statement:

Committed to fostering a learning environment that promotes excellence through the realization of one's potential.

Robert Andrews is a Safe and Caring School

At Robert Andrews, we teach behaviour expectations in a fun and exciting way through homerooms, and school-wide assemblies. All staff support and reinforce student learning through positive recognition when expectations are met.



The poster features the RAMS logo on the left and the River East Transcona logo on the right. The main title is "Robert Andrews School Expectations" with the tagline "Every Kid Can Feel Safe at RAS Today...". The poster is divided into three columns: "Be Safe" (green background), "Be Responsible" (blue background), and "Be Respectful" (yellow background). Each column contains two illustrations with corresponding text: "Keep hands and feet to self", "Commute carefully", "Make good choices", "Own your actions and words", "Show kindness", "Be an active listener", and "Value self, others and property". A green banner at the bottom contains the quote: "With each and every day, we should all leave here better than when we came in."

“Every Kid **C**an **F**eel **S**afe at **R**obert Andrews School **T**oday” is an acrostic in which the bolded capitalized first letters of the words stand for seven essential virtues or qualities which we, the staff of Robert Andrews teach and model every day:

Empathy, Kindness, Conscience, Fairness, Self-Control, Respect, Tolerance

RETSD and School-Wide Expectations

As a student of Robert Andrews School, I will abide by these **school-wide Expectations**:

1. The Behaviour Expectations chart on the previous page will be the “guide” for my behaviour.
2. Behave in accordance with the **Divisional Code of Conduct** (RETSD Policies **JICDAA-R1 - SAFE, CARING, AND RESPECTFUL SCHOOLS, JICDAB - FREEDOM FROM BULLYING, JICDAC - THREAT ASSESSMENT, JICH - ALCOHOL AND OTHER DRUG USE BY STUDENTS, JKD - STUDENT SUSPENSION AND EXPULSION**).
3. Smoking is not permitted on, or around school property and school buses (RETSD Policy ADC).
4. Not permitted on school property:
 - a) lighters, matches, laser pointers and other **weapons**
 - b) aerosol products
5. If I choose to bring electronic equipment to school, I am responsible for its safety and security. The school assumes no responsibility for loss or damage.
6. I understand that student use of cell phones and other electronic communication devices are not permitted, except under direction and supervision of the teacher. (RETSD Policy JICJ).
7. General Safety Guidelines: Keep your hands and feet to yourself, and do not throw things, inside or outside. This guideline includes but is not limited to: play fighting, a joking shove, pretending to do these things, tripping, throwing snowballs, rocks, pens, etc.
8. Store all backpacks in lockers during class time (9:25 – 12:15 and 1:10 – 3:50).
9. Respect school property. If I damage school property, I understand that I will be responsible for paying for the damage. This includes lockers, textbooks and other school items.
10. I will secure my bicycle to the racks with a lock. The school assumes no responsibility for loss or damage.

SAFETY and LEARNING and CELL PHONES

An unsafe situation occurs whenever a person feels a threat to his/her health and well-being; this includes illness or injury.

In general, when a child feels he/she is in an unsafe situation, where trusted adults are present, the first action must be to inform the closest safe adult. This holds true at school, where the staff members of the school are charged with maintaining a safe and secure environment for all.

In this age of cell phones, parents give their children phones and emphasize that it is a tool to help keep them safe. But it should be emphasized to the child that the first action for safety when at school must be to inform the closest adult. If a student uses the cell phone to contact a parent first, valuable time is lost because a parent is too far away to correct the unsafe situation. School staff members are capable and in a position to correct unsafe situations swiftly.

Parents must not be communicating, by text or by voice with their child, during school time as this creates a distraction for the child (checking the phone, anticipation of a call/text, etc.). People may think that “multi-tasking” is acceptable but studies show that multi-tasking results are of a lesser quality, and that distractions do hamper the ability to concentrate and to learn properly. (See the RA website, Documents & Forms – Teaching & Learning – Multi-tasking & Learning)

A final comment: We are closely following the RETSD Policy JICJ on cell phone use, a portion of which states:

*“Unless otherwise directed by the teacher/school, student supplied personal electronic devices **must be kept out of sight** (in the locker) **and turned off** during instructional time.”*

(“Instructional time” at RA is from the time the student enters the school until the last bell of the day, and “out of sight” means in the locker.)

“School officials, including classroom teachers, may confiscate student supplied personal electronic devices from students if they are used for unauthorized purposes or at unauthorized times. Repeated unauthorized use may lead to further action as determined by the school.”

At Robert Andrews School, if we see it or hear it, we confiscate it. The first confiscation results in a letter or email to parents and the device is returned to the student at the end of the day. The second time, parents are informed but the device is not returned until the parent acknowledges receipt of the email/letter; this may result in the device staying at the school overnight. The third time, the device will be kept until the parent is able to meet with administration and pick it up.

The reason we follow this policy closely is because we have observed that students (especially at this age) can become very distracted by the various features and capabilities of a cell phone. This distraction – any distraction - is not conducive to deep learning.

GENERAL STUDENT INFORMATION

ATTENDANCE

Students at Robert Andrews are expected to attend all classes punctually and regularly. Students who are leaving early for an appointment should have a note from their parents. Notes must be shown at the office in the morning where they will be recorded and replaced with an "Exit Slip". The student can then use the Exit Slip to leave class at the designated time. Any student leaving the building must sign out at the office. If the student does not have a note, or if the parent has not emailed the school to inform us of their child leaving, a parent is required to come in and sign the student out at the office.

Students who arrive late must sign in at the office. Robert Andrews operates on a call back system. Parents are asked to call or email the school for any absence or to inform the school if a student will be late. The phone number is 204-661-5838 (24-hour line) and the email address is ra@retsd.mb.ca.

Students who become ill during the day are sent to the office. The student will attempt to contact a parent or an emergency contact from the office phone. Parents picking up an ill or injured student are requested to do so at the office.

If your child will be leaving for an extended period of time (e.g. vacation), please provide the school with a note at least one week in advance. Teachers will be happy to provide work upon request, with adequate notice.

VISITORS TO ROBERT ANDREWS SCHOOL

Parents/Guardians of students are always welcome at school. **All Visitors** must register in the front office. Office staff will provide assistance.

PARKING LOT

The parking lot is for staff only. Please refrain from entering the staff parking lot between 8:00 am and 4:00 pm to ensure the safety of all members of the community. The student drop off zone is located on the east side of Manlius Street at North Hill Drive. For the safety of our students please do not park in the area adjacent to the bus loop.

LUNCH

Students who remain at school are expected to eat in designated lunch rooms between 12:15 and 12:34. At 12:34, students are expected to make a decision and relocate to a designated area by 12:40 (eg. Learning Commons, Gym, Computer Lab, Club, outside). Students are expected to live with the decisions they make. If students choose to go to the Learning Commons, then they will be expected to remain there until 1:04. If students choose to go outside, then they should dress according to the conditions. There are no warm up doors. Students must remain on school grounds at all times unless parents have given specific permission.

NUT-FREE ENVIRONMENT

Robert Andrews strives to provide all students and staff with a nut-free environment. Due to the fact that some of our students and/or staff members have a life-threatening allergy to nuts and nut products, we ask that students **NOT** bring any products containing nuts and nut by-products to the school.

TELEPHONE COMMUNICATION

We have a phone in the office designated specifically for students to call parents. Students who are ill or injured are to use the office phone so that both the student and the office staff are able to speak to parents. The school office does not interrupt the learning during classes for non-emergency phone calls from parents. To ensure the safety and care of all students, **ALL** calls to and from parents must be made through the office. Texting and cell phone use is **not** permitted as per divisional policy. See "Safety and Learning and Cell Phones" on page 3.

LOCKERS

Each student will have his/her own locker at Robert Andrews. Lockers are assigned according to where students have most of their core subjects. Students are responsible for the safety of their personal property. Lock combinations are private and must not be shared. Students may access their lockers before morning and afternoon classes begin, and after the morning or afternoon classes end. Locker access during class time and class changes will occur only if students have permission from a teacher. The charge to replace a lost lock is \$8.00.

SCHOOL DIVISION SEARCH POLICY

The River East Transcona School Division supports its teaching and administrative staff in the maintenance of proper order, discipline and decorum on school premises, within Board facilities, and also during the course of any Board or school-approved activity, on or away from the school campus.

Further, the River East Transcona School Division recognizes that students are entitled to the right of privacy. However, it is acknowledged that school administration may consider a search necessary to maintain the integrity of the school environment and to protect other students (RETSD Policy JIH and JIH-R).

To this end, the River East Transcona School Division empowers the Principal (or designate) to conduct reasonable searches of students' clothing, personal effects, lockers and vehicles.

FRAGRANCE RESTRICTIONS

Many people now have an adverse reaction to strong fragrances. Therefore, body sprays and strong colognes or perfumes are prohibited.

TRANSPORTATION

Many of Robert Andrews School's students travel to and from school by school bus. For everyone's safety and comfort, it is important that students behave in a responsible manner when waiting for, boarding, riding and leaving a school bus. The bus driver is responsible for the safety of passengers, and students are expected to respect his/her instruction. Students must sit in assigned seats. Eating or drinking is not allowed on buses. Students whose bus behaviour is inappropriate may have their bus privileges suspended.

Parents are asked to drop students off in the Drop Zone and **NOT** use the staff parking lot.

STUDENT SERVICES

Robert Andrews School has a student Counsellor and a Resource Teacher to assist students and their families. Both students and parents are invited to contact the Counsellor or Resource Teacher directly to discuss student progress as well as any problems that may arise.

LOST OR STOLEN ITEMS

Robert Andrews School assumes no responsibility for lost or stolen items. Students are responsible for the safety of their personal property both at school and on school related trips.

LEARNING COMMONS INFORMATION

Robert Andrews School Learning Commons has a variety of materials available for student use. The loan period is two weeks. Students can use the Learning Commons before and after school as well as at noon hour.

WEBSITE INFORMATION

For up to date calendar information or to access our Teacher Sites, please visit the Robert Andrews School Website: <http://www.retsd.mb.ca/school/ra>

Here are some links for information or communication:

Sign up for "E-NEWS" an email newsletter:

<https://www.retsd.mb.ca/school/ra/Pages/default.aspx>

Review Student/Parent Handbook and view student supply lists:

<https://www.retsd.mb.ca/school/ra/Pages/default.aspx>

Go To: "Documents and Forms" then "General Information"

Login to the "Parent Portal" to access report cards and student attendance:

https://tyler.retsd.mb.ca/TSI_Live_360/apphost/TylerSis#/login

Sign up for access to "Conference Manager" to book your student led conferences:

<https://retsdschoolsoft.com/login.jsf>

Staff contact information:

<https://www.retsd.mb.ca/school/ra/Aboutus/Directory/Pages/default.aspx>

Click on email icon for email access or confirm staff phone number and direct extension.

In case of student absence:

Phone: (204) 661-5838

Email: ra@retsdschoolsoft.com

EMERGENCY/SAFETY PROCEDURES

To prepare for any emergency situation, students and staff will participate in the following safety drills annually:

- 10 Fire Evacuation drills
- 2 Bus Evacuation drills
- 2 School Lockdown drills
- 1 Hold & Secure Drill

These drills are critical exercises. All students are expected to behave in a calm, respectful and serious manner. They are to follow all of the instructions that are given to them by school or emergency response personnel.

In the event that students and staff cannot re-enter the building, Dr. Hamilton School and/or the East St. Paul Community Centre will be the evacuation site.

Use of cell phones during drills or real emergencies is prohibited. During emergencies, parents must not try to contact children by cell phone, or the school.

Procedures for Bus Cancellation or School Closure

In the event of bus cancellation or school closure due to inclement weather or unforeseen events, please check the RETSD website at www.retsd.mb.ca and/or watch or listen to the following media outlets:

CBC – 990 AM, 89.3 FM	CKSB (French)
CFWM (BOB) 99.9	CKXL Envo191 (French)
CURVE 94.3 FM	Clear FM 102.3
QX 104 FM	CKMM Hot 103
CFRW 1290	Citytv
CITI 92 FM	CTV News
CJOB 680 AM	Global News
CJKR Power 97	Winnipeg Free Press online

Cancellation of Bus Transportation

Severe weather or dangerous road conditions may cause the buses to be cancelled. The usual threshold for cancellation is a wind chill reading of -45°C or colder by Environment Canada. However, even if buses are cancelled, the schools will remain open. Parents are asked to inform the school (email or phone) if your child will not be attending.

A Cancellation Alert will be posted on the RETSD website: www.retsd.mb.ca.

If, by 6:45 a.m., a Cancellation Alert has not been Announced or Posted, then all buses are running.

DEALING WITH INAPPROPRIATE BEHAVIOUR

We all know that everyone makes mistakes. This applies to students and their behaviour. Our role as educators is to help students improve by learning from their mistakes. A typical discipline cycle is as follows:

- Teacher addresses the situation with the student
- Teacher consults with parents
- Teacher deals with the student, administers appropriate consequence, and may consult with parents
- Teacher communicates with parents when the behaviour becomes repetitive
- Administration becomes involved if the behaviour is serious or becomes chronic, and will administer consequences

There is a progressive range of actions that may be employed for inappropriate student behaviour. Consequences include: student self-reflection, mediation, loss of privileges, apology, work in office, counselling, detention, parent contact, behaviour plan, class removal, in-school suspension, and out of school suspension.

The intent, severity, and frequency of the behaviour is a major factor in determining the consequence. However, the intent of the process is to promote learning and to encourage self-improvement.

LOST and FOUND

Robert Andrews School cannot be held responsible for money or other items of value that a student may bring to school. For this reason a good rule to follow is: if you can't afford to lose it, then leave it at home. Our lost and found is located by the Gym.

SCHOOL TIMETABLE

Robert Andrews operates on a 6 day cycle. Days are designated 1–6 and do not follow the calendar days of the week. Each day consists of 6 periods of about 50 minutes. Students meet with their Homeroom Teacher every morning for attendance, announcements, special communication, and RAW time.

Prior to the morning warning bell, students are expected to go to their lockers to prepare for classes and then move to their Homeroom. When the afternoon warning bell rings, students will get their supplies from their lockers and then report directly to their period 4 classroom.

Regular Hours	
Morning	
9:20	<i>Warning Bell</i>
9:25	Opening Exercises & RAW
9:47	<i>End of RAW √</i>
9:49	Period 1
10:36	<i>End of Period 1</i>
10:38	Period 2
11:25	<i>End of Period 2</i>
11:27	Period 3
12:14	<i>End of Period 3 / Lunch</i>
Afternoon	
12:34	<i>Lunch Activities</i>
1:04	<i>Warning Bell</i>
1:10	RARE *
1:25	Period 4
2:12	<i>End of Period 4</i>
2:14	Period 5
3:01	<i>End of Period 5</i>
3:03	Period 6
3:50	<i>Dismissal</i>

Shortened Day	
Morning	
9:20	<i>Warning Bell</i>
9:25	Opening Exercises & RAW
9:43	<i>End of RAW √</i>
9:45	Period 1
10:26	<i>End of Period 1</i>
10:28	Period 2
11:09	<i>End of Period 2</i>
11:11	Period 3
11:52	<i>End of Period 3 / Lunch</i>
Afternoon	
12:12	<i>Lunch Activities</i>
12:41	<i>Warning Bell</i>
12:47	RARE *
12:58	Period 4
1:39	<i>End of Period 4</i>
1:41	Period 5
2:22	<i>End of Period 5</i>
2:24	Period 6
3:05	<i>Dismissal</i>

√ Robert Andrews Writes

* Robert Andrews Reads Everyday

Please be sure to check the Robert Andrews school website

<http://www.retsd.mb.ca/school/ra>

for accurate calendar information.

Robert Andrews School Dress Code

The River East Transcona School Division believes the best learning and behaving takes place in a safe, caring, and respectful environment.

1. Students shall dress in a manner that is appropriate for learning and working.
2. Parents and students are responsible for appropriate student attire.
3. Offensive images such as inappropriate slogans, racist, sexist or demeaning pictures and/or words on clothing, handbags, backpacks, etc., are not permitted.
4. Students are prohibited from wearing gang colors, meaning those signs, symbols, or other identifying representations of gangs.
5. School administrators will have the authority to address inappropriate attire in their schools.