



RADISSON ELEMENTARY SCHOOL

Radisson Elementary School
1105 Winona Street Winnipeg, Manitoba
R2C 2P9

Web Site: www.rad.retsd.mb.ca
Phone: (204) 958-6591
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Principal: Mr. Harmacy
Email: sharmacy@retsdb.ca

Office Hours: 8:15am-4:15pm

2019-2020 STUDENT/PARENT HANDBOOK

"Working Together Today, Preparing the Citizens of Tomorrow"

Radisson School

MISSION STATEMENT FOR RADISSON ELEMENTARY SCHOOL

“Working together today, preparing the citizens of tomorrow. “

Radisson Elementary is a Kindergarten to Grade 5 school, which offers an academic program as prescribed by Manitoba Education Citizenship and Youth. Language Arts, Mathematics, Science, Social Studies, Music, Art, Physical Education, Health and Basic French are an integral part of the program. Students have an opportunity to participate in extra-curricular activities, sports and leadership programs to further their social and emotional development.

At Radisson we are part of a TRI-School campus with John W. Gunn Middle School and Transcona Collegiate. Our facilities are shared by our neighboring school, Transcona Collegiate, as they have Performing Arts classes in our Open Area and Family Life Programs in the Before & After Program Area.

Radisson School is a “Socially Responsible Community” that focuses on creating a positive, respectful environment that values everyone and fosters both learning and responsibility.

We are committed to open, honest, and helpful communication with the parents of our students. Our teachers welcome your calls and visits to discuss any successes, problems or difficulties your child/children may be having. At the same time, we will contact you if we have concerns or celebrations. Feel free to phone the school to leave a message for the teacher to call you. If further assistance is required, please contact the principal.

Report Cards are sent home in November, March, and June. For the first and second reporting periods, time is set aside for student-led Conferences.

You will receive regular newsletters from the school, either electronically, or in hard copy for families without email. They will include important information about the school and community. The Radisson School Calendar will let parents know the days school will be closed as well as other important events. The calendar will be updated, in the newsletter and on the school website, as the year progresses. Please check it carefully and keep it handy. You are invited to visit our website often for the updated calendar and other important information at www.rad.retsd.mb.ca.

The school doors are open for student entrance at 8:45 a.m. and 12:40 p.m. Students will be admitted earlier during inclement weather. Please have your child(ren) arrive as close to those times as possible. In the mornings, outdoor supervision does not start until 8:35 a.m. and at lunch, for students not in the lunch program outdoor supervision does not start until 12:30. Please do not send your child(ren) prior to these times.

School Bells

8:45 a.m. -Morning Bell Rings
8:55 a.m. -Opening Exercises/Classes Begin
10:15 – 10:30 a.m. -A.M. Recess
11:40 – 12:40 p.m. -Lunch
2:00 – 2:15 p.m. -P.M. Recess
3:25 p.m. -Dismissal

Student Expectations

Social Responsibility

One of our school goals is to create a safe, caring, socially responsible learning community at Radisson. All staff work very hard at reinforcing social values in and between our students....like respect, kindness, empathy, self-control, fairness and tolerance. Our goal is that our students have a deep understanding of these morals and be strong enough, in themselves, to have a positive effect on others.

Radisson School Pledge (rules) -Our school rules are in keeping with the RETSD Code of Conduct & Safe Schools Policy

1. I promise to follow the expectations of my school and act responsibly.
2. I promise to respect everyone, no matter who they are.
3. I will never use hands, feet, or unkind words that may hurt someone else's feelings.
4. I will always be safe, be respectful and be responsible.

Classroom Expectations

Each teacher and his/her students will develop a set of classroom rules that communicate the expectations of Radisson School.

-Expectations will be posted in the classrooms.

-Expectations will be specific, observable and stated positively.

-Expectations will be taught and re-taught as needed

-Consequences will be given fairly and consistently. These may include warnings, discussions, conflict mediation, time-outs, student contracts, notes or phone calls home, loss of privileges, or practice of the appropriate behavior.

-Parents will be contacted for the purposes of information and working with staff to determine how best to assist your child if the misbehavior is severe, if a pattern of misbehavior develops and/or several incidences of misbehavior occur within a short period of time.

Playground/School Common Areas

If an infraction occurs, student(s) will be reminded of the desired expectation and then be given an opportunity to "try again." If the inappropriate action repeats itself, consequences will be given fairly and consistently. These may include;

- Warnings
- Discussions
- conflict mediation
- time-outs
- student contracts
- notes or phone calls home
- loss of privileges
- practicing of the appropriate behavior.

Incident reports are completed for the purposes of documentation, and if necessary, to refer to administration for follow up.

Student Entrances & Exits

- Kindergarten, Room 13 & Room 11 - line up at the west entrance
- Rooms 10, 17 & Room 18 - line up at the south middle entrance (by the basketball nets)
- Rooms 1, Room 2, Room 4 & Room 7 – line up at the south entrance off the parking lot

Footwear

All students are to have a pair of runners for indoor wear at school, in addition to the footwear worn to school. The indoor runners are worn in class and for Physical Education. Indoor footwear should be clearly labeled, (e.g. using permanent felt pen) and kept at school.

Students are asked to take off and put on their footwear at whatever door they enter. This cuts down on the seasonal debris that comes in from the outside (snow, dirt, grass, mud, gravel, etc.) and helps show respect for the work our custodians do to keep our school environment clean and safe.

Dress Code for Students in River East Transcona School Division

Students shall dress in a manner that is appropriate for a learning and working environment. Parents and students are responsible for appropriate student attire. Clothing resembling beachwear (bare midriffs, spaghetti straps, very short shorts or skirts, tops that are too revealing...) is best worn outside of school times.

In keeping with the division's objective to make all students and staff feel safe, welcome and comfortable in the River East Transcona School Division, offensive images such as inappropriate slogans, racist, sexist or demeaning pictures and/or words on clothing, handbags, backpacks, etc. are not permitted. School Administrators have the authority to address inappropriate attire in their schools.

Care of School Property

It is expected that all students care for any materials, equipment and/or furniture they use in the course of any school day.

Books, which are damaged or lost, must be paid for. Replacement values are as follows:

- Books purchased within the last year – full replacement value
- All other books – Hard Cover \$10.00; Paper Back \$5.00.

Lost Items

Please label hats, runners, winter boots, gym clothing, scarves, mitts, etc., with your child's name. This helps students in finding clothing that has been misplaced and it helps us in returning lost items to the rightful owners. All "lost" items are kept in the bins at the south middle entrance. Please check regularly for missing items. Each term, after student-led Conferences, or at year end, all items remaining are delivered to a charity.

Skateboards & Scooters

According to the Highway Traffic Act/City Bylaw, skateboards are not permitted on the streets, sidewalks and public places. Therefore, students should leave all skateboards at home. As well, the school does not have sufficient space to store skateboards or scooters during the school day.

Bicycles

Bicycle use is encouraged by all Radisson students. Students who use their bicycles must walk them on the playground, park them at the bicycle rack and lock them for security purposes. The wearing of bicycle helmets for children under 18 is now the law in Manitoba. Students riding bicycles to school must handle them responsibly, complying with the rules of bike safety.

-Bikers must walk their bikes through patrol crosswalks.

-Bikers must not ride on school property when school is in progress.

-Students will be reminded to follow the safety rules. However, should negligence persist where the safety of others is at jeopardy, they will be asked to leave their bikes at home.

Please take note: THE SCHOOL OR DIVISION CANNOT TAKE RESPONSIBILITY FOR DAMAGE AND/OR THEFT OF BICYCLES EVEN THOUGH THEY ARE LEFT ON SCHOOL PROPERTY.

Rollerblades

Students wishing to rollerblade to school are reminded to use sidewalks, follow all safety rules at road crossings and change to regular footwear when on the school ground. Rollerblades must be kept in a school bag for the day and are not to be used on school property.

Electronic Items, Expensive Toys

Electronic items and expensive toys, such as, but not limited to – iPods, MP3 players, hand held games, etc. are not to be brought to school. These items are expensive and can be easily broken or misplaced, often causing considerable disruption in the school day. They can also be distracting to a student's learning.

Cell Phones

It is Divisional policy that at Early Years, student use of cell phones and other electronic communication devices is not permitted in the school and on school property unless directed by the teacher/school. This applies to recesses, and lunch hour. It is expected that communication during the school day will occur through the school office. We realize that due to safety concerns when walking to and from school, some parents are requesting that their child have a cell phone in their possession. When this is the case, the cell phone must be turned off and kept in the office and picked up at the end of the day.

Cameras

Students taking photos of other students, using cell phones or other items equipped with cameras, is not allowed on school property (as outlined in the Divisional Code of Conduct).

Safety First at Radisson

Our goal at Radisson is to provide a safe, supportive environment for our students and staff. Radisson has a complete Emergency Response Plan that is updated on a yearly basis. However, for it to be effective, it requires the assistance and co-operation of everyone.

Following, are the many procedures we have in place to create a safe environment at Radisson.

Call Back System

If your child is going to be absent or late, please call the school office voicemail @ **204-958-6591** and leave a message indicating the child's name, teacher and reason for absence. The voicemail operates 24 hours. This is our regular school phone number. If we have not received a call by 9:15 a.m., our school secretary will contact the parent or guardian. This system is designed for the safe arrival of all students. Children arriving late for school must report to the office for an Entry Slip.

Students Detained after School

If students are detained by a teacher, after 3:40 p.m., it is the responsibility of the teacher to inform the home of this arrangement. Students involved in special group activities following end of day dismissal should take coats, backpacks, etc. with them to the activity. Students are dismissed from the gym, directly outside, after an activity ends. Students will be discouraged from using the phone for after school arrangements; therefore they must be responsible to organize these activities in advance.

Student Illness

Students who are ill should not be sent to school. Students are often sent to school with notes requesting that they be kept in during recess time. These students run the risk of infecting others with their viruses and prolonging their own recuperation time. Students well enough to attend regular classes should be well enough to enjoy the benefits of a few minutes of fresh air at recess time.

Students will be allowed to remain indoors, at recess time, in very special circumstances, which must be discussed with the classroom teacher, prior to their remaining indoors.

Stop/Drop and Go

Parents who are driving their children to school are encouraged to:

STOP

DROP your child/children off

GO, letting us take over from that point.

To help with this process, we will have Kindergarten patrols on duty to escort the younger students to their appropriate areas.

This will be a great help in keeping the traffic flowing in front of the school. Our Street Patrols and homes in the community thank you in advance.

If you wish to come into the building, please park on the side streets. Please do not use the Radisson or John W. Gunn School parking lots for dropping off your children.

Student Pick Up

As our Radisson School Community has grown, we have outgrown the practice of families waiting inside the school to pick up their children at the end of the school day. Due to overcrowding in our entry area, which includes strollers and wagons, as a staff we have made the following changes:

Due to safety concerns in the front entry after school, parents will pick up their children from their designated doors. Only Kindergarten students will be dismissed in the front entry at the end of our school day. We request that parents and families do not walk through the hallways to pick up their children. Strollers and/or wagons will be kept outside the school entry. While waiting outside may be inconvenient, we ask for everyone's assistance in **helping to keep all our children safe.** A reminder that former Radisson students, or siblings who attend John W. Gunn or TCI wait outside for students to be dismissed. The parking lot is for staff parking only and cannot be used to drop off/pick up students.

When the dismissal bell rings at 3:25 p.m., students will exit the same doors they use to line up in the morning and for recesses during the school day. Students will meet their families outside at their designated doors:

Kindergarten – Front entry of School

Grade 1, Room 13 – West doors by Room 13

Grade 1/2, Room 10 – South doors by Room 18

Grade 2, Room 11 – West doors by Room 13

Grades 2/3, Room 18 – South doors by Room 18

Grade 3, Room 18 – South doors by Room 18

Grades 4 – Grade 5 (Rooms 1, 2 & 4) – South doors by Room 1

RETS bus students will continue walking through the school, coming to the front entry for their bus line at the end of the school day.

Students picked up by Jaycees Daycare will exit their designated doors and walk around to the front of the school to meet Jaycees staff. Before & After School Program students will walk through the school to daycare.

Street Patrols

Radisson Street Patrols are on duty before school (8:35 a.m. to 8:45 a.m.) and at the end of the day (3:25 p.m. - 3:35 p.m.) to ensure our children have safe crossings at intersections within the vicinity of the school.

Please adhere to the signage in the streets when picking up your child, thus leaving the crossings clear.

Adult Crossing Guard-Radisson has an Adult Crossing Guard at Kildare and Winona.

Student Accidents/Emergency Contacts

Should a child become injured or ill in school, we will place a call to the parent/guardian first and then to the emergency contact designated on the information form filled out each September. PLEASE INFORM THE SCHOOL OFFICE OF ANY CHANGES TO YOUR ADDRESS, PHONE NUMBER OR WORK NUMBER. It is important that the information be correct and current. AN EMERGENCY CONTACT MUST BE PROVIDED. **If we are unable to reach a parent/guardian and the illness or injury is serious, a member of the staff will take the child to the hospital or accompany them there by ambulance.**

Locked Entrances

As a further precaution for our children, the exterior doors of the school will be locked after student entry in the morning, and after morning, lunch and afternoon recess. The exception will be the front entrance. It is important that students arriving late enter through the front door and check in at the office. Please help us to remind the children that except for arriving late and during those times of extreme wind chills, they are expected to use their assigned entrances.

It is important for any visitors entering our school to enter by the front entrance and check in at the office.

Fire Drills

10 fire drills are practiced during the school year to ensure students know how to evacuate the building in a safe and orderly fashion. At the sound of a fire alarm, all students, teachers and other personnel must leave the building, and gather at the assigned area as per plans posted in each classroom. Teachers will take attendance, which will be forwarded to the Secretary. Three short bells signal when it is determined that students may re-enter the building safely.

Lockdowns / Hold & Secure

Lockdowns take place in the event that a threat or an incident requires staff and students to take shelter. No one will be permitted to enter the building, except emergency personnel.

2 practices take place during the school year.

Hold & Secure situations take place when there is a threat (human or environmental) outside the school building. No one will be permitted to exit the building. A sign will be placed on exit doors to notify the school is in **Hold & Secure**. Classes and routines continue, as per usual during Hold & Secure. 1 Practice will take place during the year for Hold & Secure.

Parents are respectfully asked not to come to the school or to call, unless instructed to do so. Phone lines need to be open for emergency service. Information is to be sought via the media.

Anaphylaxis Policy Regarding Nut Allergies-Awareness and education regarding life-threatening allergies for all involved with the child.

River East Transcona School Division has had policies regarding anaphylaxis procedure and avoidance strategies in place since 2005. A program has been implemented that is designed to reduce the risks for allergic children while at school.

This program includes:

- Awareness and education regarding life-threatening allergies for all involved with the child.
- Avoidance strategies to prevent the child from coming in contact with allergens that pose a risk.
- Planning for emergency situations.

-Training in emergency procedures.

-While it's unrealistic to guarantee complete avoidance of allergenic foods in schools, as there can be hidden or accidentally introduced sources, it is the Division's and Radisson's goal to reduce exposure as much as possible in an effort to provide a safe environment for our children.

AT RADISSON, WE ARE ASKING THAT PARENTS DO NOT SEND LUNCHES OR SNACKS TO SCHOOL THAT MAY CONTAIN, PEANUTS, PEANUT BUTTER, PEANUT OIL, NUTS AND PRODUCTS CONTAINING THEM.

Thank you for your diligence in following through with this precaution.

To see the Division's anaphylaxis policies, in greater detail, view section J of the RETSD Policy Manual at www.retsd.mb.ca

Administration of Medication

No medication will be administered at the school without the appropriate written authorization. Only prescribed medicine may be administered. We cannot administer over the counter medication. Prescribed medication must be transported to and from school by an adult. Please see the office for appropriate authorization forms.

School Supports

The Radisson school staff will provide a strong academic program appropriate to the needs of our students. Assistance is available for students with special learning and/or social/emotional needs.

Families

Families and schools are a team needing to work together towards success.

"When parents are involved in talking about learning with their children, children achieve more.

The more parents are involved, the higher the student achievement levels." (Henderson & Berla, 1994)

Resource Program-Consultations about material resources, differentiated instruction, Adapted Education Plans, Individual Education Plans, Behaviour Intervention Plans and other supports for the whole class.

-Planning for individual student needs through assessments, observations, and referrals to our Divisional Student Support Services and/or to Community Agencies.

-For students in the intensive and targeted range, flexible support in the form of individual or small group work, often with the support of a paraprofessional.

Our Resource teachers plan collaboratively with classroom teachers for appropriate student programming.

This may involve:

- Consultations about material resources, differentiated instruction, Adapted Education Plans, Individual Education Plans, Behaviour Intervention Plans and other supports for the whole class.
- Planning for individual student needs through assessments, observations, and referrals to our Divisional Student Support Services and/or to Community Agencies.
- For students in the intensive and targeted range, flexible support in the form of individual or small group work, often with the support of a paraprofessional.
-

Reading Recovery

Reading Recovery is an early short-term intervention program for any six year olds who are “at risk” in beginning reading and writing. It is designed to give children a second chance in literacy acquisition. The program, developed in New Zealand by Dr. Marie Clay, is based on intensive classroom research into the learning process and how one learns to read and write.

Reading Recovery students participate in an intensive, daily 30-minute lesson with a trained Reading Recovery teacher. Instruction during the one-to-one lesson builds on individual strengths. Lessons are designed to help the child develop independent, self-extending strategies and to reach the average achievement levels of his/her classmates, within 12 to 20 weeks.

The Community Connector

Radisson School hosts a Community Connector who bridges connections between home, school and community.

Our Community Connector:

- Develops social network/group structures with families and individuals
- Bridges relationships between families and schools
- Facilitates parent sessions, student group sessions, and pre-school parent-child programs
- Collaborates/implements liaisons with external organizations being brought to the school.

Volunteers

Volunteers are an integral part of the Radisson School Community whether they help at the school or help by doing something at home. The school sends home a survey asking parents to indicate in what area they would like to volunteer their time. Specific teachers then access the list when volunteers are required.

-The School requests that all volunteers working in the school present themselves at the office and sign the Volunteer Sign-In Book. We also have a Volunteer Badge for you to wear while you are in the school.

-Volunteers are reminded that whether in a classroom, on the playground, or on a field trip, school guidelines for appropriate language and dress, as well as not smoking, must be adhered to.

To ensure the safety of all children in the River East Transcona School Division, the Board of Trustees has established a policy that requires **volunteers be subject to a Child Abuse Registry check with the Provincial Child Abuse Registry**. Copies of this policy are available at the school or from the Divisional office. Once processed, it is valid for 3 years. Volunteers are also required to sign a **“Pledge of Confidentiality”**.

Radisson School Lunch Program (RSLP)

Purpose: The Radisson School Lunch Program is a non-profit organization dedicated to providing our students with a safe, caring, respectful environment where parents/guardians may choose to have their children supervised over the lunch break.

The Radisson School Lunch Program Committee (RSLPC) meets the third Tuesday of each month at 6:00 p.m. Your attendance is welcome.

Lunch Program

TREASURER Michelle Mahy

DIRECTOR..... Miriam Wilson

Radisson School Before and After Program

This before and after program is a separate business and is not run by Radisson School. It is a licensed child care program that provides service to Radisson families, Monday to Friday, between the hours of 7:00 a.m. and 6:00 p.m. Care is provided for children aged 5 to 12, beginning in Kindergarten. The program is open all regular school days and in-service days. The program is open for care on Christmas Break, Spring Break and in July. For more information, please contact Lisa Borsa, Director, at 777-0440 or 794-5656/794-7643.

Before & After Program

DIRECTOR Lisa Borsa

Radisson School Parent Advisory Committee (PAC)

The Radisson Parent Advisory Committee is dedicated to support the educational programs, special events and school centered activities within the Radisson School Community through fundraising, active involvement and positive ongoing communication between home and school.

The PAC meets each month, with the date and time determined in September of the new school year.

Your attendance is most welcome.

Parent Council CHAIR Jeanette Philion

Other

Radisson School Nutrition Policy

Philosophy:

Radisson School recognizes its responsibility in co-operation with the home and community to encourage healthy lifestyles and acknowledges the important role that nutrition plays in the total development and performance of the individual.

Radisson School also believes that the food served or sold in schools should reinforce good nutrition as emphasized in the Manitoba Physical Education/Health Education Curriculum.

Rationale:

Nutrition plays a significant role in growth and development, resistance to disease, and physical and mental health. It is important for children to have food that is nutritionally well balanced. Research clearly shows that many chronic diseases such as heart disease, diabetes, and cancer have their roots in childhood and early food habits. **Research also demonstrates a relationship between nutrition, and children's physical, emotional and intellectual readiness to learn.** The school's role in health promotion and disease prevention is significant.

-Food selections will/must omit foods outlined in Regulation JLCG-R2 - Anaphylaxis Avoidance Strategies.

Accident Insurance for Students

Voluntary student insurance may be obtained from the Reliable Life Insurance Company. This plan is recommended by the Manitoba Association of School Trustees. It is administered by HED Inc. and should be purchased directly through them with application forms distributed by the school each September. Application can also be made on-line at ...
www.studentaccidentinsurance.ca/schools.

Address Change

All changes of name, address and telephone numbers should be reported to the office as soon as possible. This includes parent's cell numbers, work numbers, alternate contact information in case of an emergency and email addresses. CHANGES OF ADDRESS must be MADE IN PERSON at the school, as we require proof of address (driver's license, Manitoba medical, tenancy agreement or a home offer to purchase agreement).

Animals in/at School

Dogs are not allowed on school grounds in River East Transcona School Division. Some children are afraid and some have allergies, so we are very appreciative of your understanding. If you are bringing your dog as you walk to meet or drop off your child, we ask that you wait outside of the school grounds for your child.

In consultation with the principal or designate, animals shall be permitted, in classrooms and/or school grounds, for student instruction purposes, provided adequate precautions are taken to ensure the health and safety of the animals, the students and the division employees. Particular attention should be taken with regard to obtaining information from the teacher concerning students with allergies, prior to the animal being brought to the school.

RETSO Board of Trustees (as of August 2019)

Ward 1 (RADISSON SCHOOL)

Colleen Carswell (chair)

Jerry Sodomlak (vice-chair)

Ward 2

Rod Giesbrecht

John Toews

Ward 3

Brianne Goertzen

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Ward 4

Peter Kotyk

Susan Olynik

Ward 5

Michael West

For more information please visit:

<https://www.retsd.mb.ca/yourrets/BoardofTrustees/Pages/default.aspx>

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