



Student Handbook

2021-2022

This handbook is intended to be a reference for students and parents/guardians. It provides important information concerning specific rules, expectations, policies and procedures related to the safety and operation of our school.

www.pembinatrails.ca/schools/ryerson

TABLE OF CONTENTS

Vision, Mission and Values	3
2020-2021 Staff List	4
School and Office Hours	5
General School Procedures	5-16
- Covid-19 Screening.....	5
- Cohorts.....	6
- Before and After School Supervision, Entry and Exit	6
- Walking School Bus	7
- Recess	7
- Lunch	7
- Late Arrival, Illness and Absences	8
- Lockers, Cubbies, Water bottles and Supplies	8
- Specialist Subjects	9
- Cleaning and Enhanced Safety Measures.....	10
- Absences, Call Back and Illness	11
- Early Pick-up Procedures	11
- Students on Premises After School	11
- Visitors to the School	11
- Change of Address/Telephone Number	11
- Home and School Communication	11
- Administration of Medication.....	12
- Student Accident and Emergency Procedures	13
- Inclement Weather and School Closures.....	13
- Field Trips	13
- Bus Safety.....	13
- Fundraising Activities	13
- Labelling Student Belongings / Lost and Found	14
- Personal Property	14
- Bicycles, Roller Blades, Scooter and Skateboards.....	14
- Care of School Property.....	14
- Library Books	14
- Standard of Dress	14
- Volunteers	15
- School Resource Officer (SRO).....	15
- Ryerson Nutrition Policy.....	15
- Walking School Bus	15

Welcome to Ryerson School

Vision, Mission, and Values

Mission Statement

Embracing learning that fosters a growth mindset by providing opportunities for exploration, collaboration and innovation.

Vision and Values

Inclusivity is at the heart of our school's vision, mission and collective commitment. We begin with the premise that everyone in the school – students, teachers, support staff and parents – should feel that they belong, realize their potential and contribute to the life of the school.

Diverse experiences, perspectives and gifts are embraced as they provide opportunities for growth.

One of Ryerson School's greatest strengths is our innovative and creative learning environments. Classrooms value diversity, nurture student well-being and provide quality learning for all students. Additional opportunities are available through a range of public and community programs and services available to students.

We understand that our world is experiencing rapid change and that education needs to make an instructional shift in order to ensure our students succeed as innovators of the future.

Ryerson Elementary School is committed to building a positive environment that embraces 21st Century education. We intentionally link current knowledge with authentic experiences that motivate and allow students to create and collaborate with the latest technologies.

Our mission is to embrace learning that inspires hope, confidence and caring as each student discovers their passion and attains personal success.

Ryerson School Staff 2020-2021

Principal.....	Andrea Leopp
Vice Principal.....	Shannon Shields
Administrative Secretary.....	Kristine Ruppel
Assistant Administrative Secretary.....	Pam Spek-Leduc
Kindergarten AM.....	Dayna Hiebert
Grade 1/2 M.....	Meghan Mulhearn
Grade 1/2 R.....	Leona Reimer
Grade 1/2 W.....	Renee Weedon
Grade 3/4 F.....	Avril Fyvie
Grade 3/4 O.....	Leanne Olfert
Grade 3/4 SM.....	Laurel Mukanik/Meghan Smith
Grade 3/4 W.....	Carlee Wilson
Grade 5/6 A.....	Chelsea Allen
Grade 5/6 E.....	Chris Epp
Grade 5/6 R.....	Bradley Ryant
Music.....	Regina Bowers/Adriane Kumka
Physical Education.....	Wayne Scantlebury
Physical Education.....	Lindsay Stewart
French.....	Stephanie Laidler
Teacher Librarian.....	Lindsay Stewart
Resource (K-1/2).....	Jannine Buors
Resource (3/4).....	Laurel Mukanik
Resource (5/6).....	Kristin Vielhaber
Counsellor.....	Shannon Shields
Leveled Literacy Intervention (L.L.I.).....	Dayna Hiebert/Meghan Smith
Library Technician.....	Leah Sweetland
Head Custodian.....	Marlene Wutke
Evening Custodian.....	Dayna Crosby
Evening Custodian.....	Geoffrey Spencer
Educational Assistant.....	Yalda Ashtab
Educational Assistant.....	Saadat Ghasemiyani
Educational Assistant.....	Suzanne Glover
Educational Assistant.....	Jo-Ann Labossiere
Educational Assistant.....	Jennifer Lavallee
Educational Assistant.....	Meghan Petrie
Educational Assistant.....	Scott Raffey
Educational Assistant.....	Jennifer Shyiak
Educational Assistant.....	Blair Stewart
Educational Assistant.....	Stephen White
Lunch Program Coordinator.....	Wendy Belton

The staff at Ryerson School are excited to welcome our students back for the 2021-22 school year. We are committed to ensuring that our school is a safe and equitable place for students and staff to work and learn. The safety and well-being of students and staff is our priority.

Our framework for our September return is guided by local public health practices and protocols, and our Pembina Trails School division's Return to School plan.

Please read our plan carefully and adhere to all elements of it. We need to work together as a school community. This framework will be adapted to meet changes in public health requirements as needed. Families will be advised of changes in a timely manner.

We look forward to a great school year and know that the Ryerson community will shine!

Office Hours: 8:00 a.m. - 4:00 p.m.

Kindergarten Students:

You will receive a letter in the mail early next week with your child's specific schedule. There will be four days of staggered entry for the kindergarten students. Students will attend either Tuesday/Thursday or Wednesday/Friday of the first week, and all kindergarten students will attend on **Monday, September 13**.

COVID-19 SCREENING

Families are expected to follow public health guidelines and screen their children before coming to school every morning. Shared Health Manitoba's [COVID-19 Screening Tool](#) is available online. If your child is experiencing flu-like/COVID-19 symptoms, please keep your child at home and follow public health guidelines.

COHORTS

Students will be grouped into cohorts, defined groupings, to limit and track interactions to enhance safety. Students' primary cohort (Level A cohort) will be their classroom. They will learn together all day.

Each class will be in a Level B cohort (which will be grade level classrooms) for occasional learning, and daily recess, entry and exit.

BEFORE AND AFTER SCHOOL SUPERVISION, ENTRY AND EXIT

All students will remain in their Level B cohort before and after school, during recess, and at lunch recess.

Please do not drop off your child prior to 8:20 a.m. All students must be picked up by 3:35 p.m. Students will wait for the bell at the door assigned to their cohort and will only use this door to enter and exit the school during the school day. **Please ensure your child is dressed appropriately for the weather.**

We will have staff on supervision during these times to ensure that students remain in their cohort areas at the beginning and end of the school day. There will be no supervision outside of these times, therefore we ask for your cooperation to not have your child on the school grounds outside of these hours for the safety of our school community.

If your child arrives at school after 8:45 a.m., you will need to go to the Ryerson Avenue doors and buzz the office to have your child enter the building safely. Your child will go directly to the office to sign in.

Entrances:

Cohort Level A (Class)	Cohort Level B (Groups)	Entrances to be Used
Kindergarten	Cohort B1	K door
1/2 M	Cohort B2	1/2 R door (next to Ryerson Ave.) with lineups south of entrance
1/2 W	Cohort B2	Ryerson Ave. door with lineups north of entrance
1/2 R	Cohort B2	Ryerson Ave. door with lineups north of entrance
3/4 W	Cohort B4	3/4 door by daycare
3/4 M.S.	Cohort B4	3/4 door by daycare
3/4 F	Cohort B5	Parking lot entrance with lineups south of parking lot
3/4 O	Cohort B5	Parking lot entrance with lineups south of parking lot
5/6 E	Cohort B6	Grade 5/6 door on south of school
5/6 A	Cohort B6	Grade 5/6 door on south of school
5/6 R	Cohort B6	Grade 5/6 door on south of school

Recess

Our recesses will be staggered to allow students to adhere to their Level B Cohorts at recessentry, exit, and while outside. This will include lunch recess as well.

The kindergarten class will go outside at the teacher's discretion when others are not outside. They will begin to participate in recess after the holiday break in January.

LUNCH:

There will be a staggered lunch period so that students can adhere to cohort grouping whenoutside.

Due to safety precautions, students who go home for lunch will not be allowed to return to the school ground until 12:25 p.m. They will go directly to their assigned door and will enter the school at the bell.

The students who are in Ryerson Child Care will meet the daycare staff at the ramp in the mainhallway on the kindergarten side of the school. They will be walked outside to the daycare by their staff. They will eat from 11:30 a.m. – 12:00 p.m. in the daycare. They will then go outside for a supervised recess on the playground to the west of the school. At the bell, they will be taken to their assigned entrances to line up with their classmates.

For safety purposes during lunch:

- There will be no sharing of food or drink.
- There will be no microwave use.
- Students are encouraged to have a "litter less lunch". This means that they take home all their garbage.
- Students will wash/sanitize their hands before and after eating. Their assigned eating spaces will be washed after eating.

LATE ARRIVALS, ILLNESS, AND ABSENCES

Late Arrivals

If your child arrives at school after 8:45 a.m., you will need to go to the parking lot doors and buzz the office to have your child enter the building safely. Your child needs to come directly to the office to sign in.

Illness at School

If a student exhibits any symptoms of COVID – 19 while at school, he/she will be isolated in a dedicated area of the school. Family members will be called for immediate pick-up. If you are unable to pick up your child within 30 minutes, we ask that you have a back-up plan of someone who is on your emergency contact list.

If your child is sick or needs to self-isolate, we will provide learning supports via work packages or in some cases, SeeSaw or TEAMS.

Absences

If your child misses school due to illness or self-isolation, please call the office at (204) 269-1400 and then dial 2 for attendance. Please report the reason for the absence. Our attendance recording is a priority to ensure the safety of our community.

LOCKERS, CUBBIES, WATER BOTTLES AND SUPPLIES

Lockers and Cubbies

In order to adhere to social distancing and cleaning requirements, we will not be using lockers and cubbies to store students' jackets, lunch kits, etc. Students will hang their jackets and bags on the back of their chairs. Their outdoor shoes will be placed in a location where they will be able to get them while maintaining social distancing.

Due to the limited space, we remind families to send the bare minimum to school. All students need to bring is their backpack, lunch kit, water bottle, and if cold, a jacket.

Water Bottles

We ask that students bring a reusable water bottle to school. Our water fountains will be off, but students can use the water bottle filling stations.

Supplies

As part of school fees, we purchased school supplies for our students. Each student will have his/her own case with supplies which will remain at school. There will be no shared supplies unless they can be properly disinfected between use.

In addition, students will not be changing for Physical Education, and will not be using their recorder in Music class.

SPECIALIST SUBJECTS

Our timetable was created with safety considerations in mind. Hallway travel will be limited to groups from the same cohort when going to and from specialists. Many specialist classes will be held outdoors. There will be time between classes/groups to ensure for proper cleaning of equipment if necessary.

Physical Education

Physical Education classes will be held outside, weather permitting. No contact activities will be taught and there will be no use of equipment that cannot be easily sanitized between use. Students will not change for Physical Education.

We will keep you informed as to the changes to the Physical Education and Athletics return to school plans. The decisions of the sport governing bodies inform the decisions made by the school division. All sport teams and individual sport meets are on hold until further notice. We will offer some athletic clubs for each cohort. More information will follow.

Music

Due to our open area school, grade 1 – 6 Music will take place in the Music room or outdoors. Classes are scheduled based on their cohorts to allow for safe travel to and from the Music room. Kindergarten Music classes will take place in the kindergarten room.

As per public health direction, singing indoors and playing the recorder are permitted this year.

Grade 4 – 6 French, Culture and Communication

Grade 4 French classes will take place in the French room as their grade 3 classmates will remain in their homeroom while they are taught by our specialist teacher.

Library

Students will travel to the library once per cycle for book exchange. They will not touch the books when selecting. Upon a book's return, it will be disinfected for immediate re-shelving, or it will be held in an office for the required time before being put back on the shelf.

The Teacher-Librarian will travel to homerooms for Makerspace, Technology, and Literacy lessons to limit student travel.

CLEANING AND ENHANCED SAFETY MEASURES

Cleaning

All excess furniture and equipment have been removed from the classrooms to enable for the optimal physical distancing for students (minimum 1 m within cohorts). This will also allow for more efficient cleaning. Classrooms and common areas will all be deep cleaned/sanitized by our custodial staff at the end of each day.

Masks

Masks will be mandatory for all students and all school staff. They will be required when social distancing of 2m cannot take place. We will schedule mask breaks for students. We encourage parents to purchase at least two masks as part of their child's Back to School shopping. In the event that your child forgets their mask, we will provide one to them.

Hand Washing and Sanitizing

Students will wash/sanitize their hands upon entrance to the school, prior to and after eating, when hands are dirty, and upon leaving school. We will be educating students on proper handwashing/sanitizing techniques as well as other safety precautions to reduce the risk of illness.

Student Arrival and Entry

After arriving at school, students are to remain on the school grounds in the playground area that is closest to their entry doors. Playground supervision begins at 8:20 a.m. for morning classes. Students should arrive at school no earlier than this.

Students should not enter the school before the bell. Exceptions to this may occur when the weather is inclement or when students are attending early morning clubs or activities. On days with rainy or cold weather (-27°C or colder) the school doors will open at 8:30 for student entry. Students will not be allowed to enter earlier than 8:30, so please do not drop them off.

Formal student entry into the school takes place at 8:35 a.m. and 12:30 p.m. Mudrooms/Locker areas are not being used at this time. There is supervision on the playground after school from 3:20 – 3:35 p.m. We ask that all students and their families are off school property as quickly as possible at the end of the day. Due to COVID-19 precautions, we do not want people socializing on school grounds outside of school hours.

Controlled Access

All school doors are locked during classes except the parking lot door which will be locked at 9:00 a.m. and will remain locked for the rest of the school day until it is re-opened at 3:15 p.m. It will remain open until 4:00 p.m.

All visitors, board staff, parents and guardians will be required to access intercom and then sign in at the main office.

ABSENCES. CALL BACK AND ILLNESS

Attendance is a crucial factor in school success. Learning requires the continuity of instruction and students need to be at school to experience classroom discussions and teacher instruction. Although, we understand that emergencies occur on occasion, we expect students to be at school. It is the responsibility of parents/guardians to ensure that their child attends school on a regular basis.

Parents/guardians are asked to notify the school of a child's absence. Messages may be left on the school's answering machine. Please identify student, grade, room and when they will be absent AM, PM or both. If a student is absent and the parent or guardian has not called, the school will contact the parent/guardian to check on the child's whereabouts.

If a student becomes ill at school he/she will be sent to the office. Office personnel will contact the home or an emergency contact and arrangements will be made to send the child home. If no contact can be made, the child will remain at school. If the situation is serious and the office cannot contact the parents/guardians or the emergency contact, emergency procedures outlined in the registration form will be followed.

EARLY PICK-UP PROCEDURES

Students who are leaving the school grounds must have a written note or phone call from their parent or guardian.

If a student needs to be picked up early from school the parent/guardian must come to the office and sign them out. If the adult picking up the student is not a parent/guardian, the school must be provided with the alternate's information. The adult must present identification which is recorded in the attendance book before the student will be released to them.

STUDENTS ON PREMISES AFTER SCHOOL

All students must vacate the premises at the end of the school day unless participating in an approved extracurricular activity. All students must be under the direct supervision of a staff member. Students should have transportation available within 10 minutes after all student activities are finished and are to wait in the designated area.

VISITORS TO THE SCHOOL

All visitors to the school are expected to report to the office, sign-in and obtain an ID tag. Visitors must complete a Covid-19 symptom screening tool upon arrival.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Please notify the school secretary if you have a change of mailing address, email address or telephone number (home, work, mobile).

HOME AND SCHOOL COMMUNICATION

Frequent ongoing communication helps develop and maintain relationships and fosters new learning. Parents/guardians are encouraged to begin with the classroom teacher when concerns

arise. Should further discussion be required, parents/guardians should contact the school administration.

The main tool for communication between home and school is the school's website. In addition, information can be found on:

- Twitter: @ryelementary
- Instagram: @ryersonschool

Teachers maintain a SeeSaw account for their class or special subject with news, photos, upcoming events and other curricular information detailing units of study.

School updates can be found on our homepage under Upcoming Events. Teachers can be contacted by email, in person, or by leaving a message with the office secretary.

ADMINISTRATION OF MEDICATION

It is the policy of the Pembina Trails School Division that medication should be given to students before or after school by parents/guardians. If under exceptional circumstances a student is required to take medication during school hours and the parent/guardian cannot be at school to administer the medication a trained staff member will be assigned to the task. All medication given to students must follow divisional safety and protection guidelines. For prescribed medication to be administered in school, parents/guardians must comply with the procedures outlined in the divisional policy.

Failure by parents/guardians to comply with the procedures outlined in the policy will result in the refusal by staff to administer medication or the student may be requested to remain at home.

Authorization:

Parents/guardians will provide the school with a signed authorization form allowing the school to administer medication.

Delivery and Storage of Medication:

1. Medications must be delivered to the school by the parent/guardian in the original pharmacy labeled container which identifies clearly:
 - Name of student
 - Name of prescribing physician
 - Name of medication and dose
 - Frequency and type of administration
 - Name of the pharmacy & date prescription was filled
2. Narcotic medications (e.g.: Ritalin, Demerol, Morphine, etc.) shall be stored in a locked location and administered by the principal or his/her delegate.
3. Medication that is required urgently shall not be stored in a locked location (e.g.: bronchial aerosols, Epi-pens or other urgently required medication).

STUDENT ACCIDENT AND EMERGENCY PROCEDURES

Students should inform a teacher or come to the office when injured. Our staff will attend to minor injuries such as scrapes, bruises or cuts. Should a child receive a more serious injury, parent/guardian will be contacted, and procedures as outlined on the registration form will be followed. All accidents are reported on a Student Accident Report and submitted online.

INCLEMENT WEATHER AND SCHOOL CLOSURES

Children should come prepared and appropriately dressed for outside. For days when it is too wet or cold to go outside, duty staff will supervise children indoors. When the wind chill is -27°C and colder, students will remain indoors during recess and lunch time. Wind chill will be closely monitored using the St. Norbert Weather Station. The Forks is listed by the school division on our webpage.

A decision to close the school due to severe snowstorms or other emergencies will be made by the Superintendent. An official announcement will be issued through the news media. Parents/guardians should monitor local media outlets to determine if school has been canceled or closed early. Once the school is in session, it will remain open until parents or guardians can collect students.

FIELD TRIPS

Field trips will be restricted this year due to Covid-19. Teachers will use Permission Click to communicate with families and request permission for students. Community walks and outdoor excursions that follow Covid-19 safety guidelines are permitted.

All field trips are extensions of classroom learning activities. Supervision is the responsibility of staff member(s) sponsoring the activity. School and divisional behavioural expectations pertain to students during school field trips.

Students who engage in inappropriate behaviour on field trips may be required to return to school and/or be escorted by a parent/guardian for future field trips.

BUS SAFETY

During field trips, buses are considered extensions of the classroom. Student will maintain physical distancing guidelines while riding a bus. All students are encouraged to wear a mask while riding a school bus.

Expectations for behaviour and safety while riding the bus for field trips or extra-curricular events are the same as those of the classroom and playground. Students are under the supervision of the bus driver and/or the accompanying teacher. Emergency evacuation procedures will be rehearsed twice yearly.

FUNDRAISING ACTIVITIES

All school fundraising must be approved by the building administration. Fundraising must have a designated purpose prior to the beginning of sales.

LABELLING STUDENT BELONGINGS / LOST AND FOUND

Lost items are placed in the Lost and Found drawers, which are located in the main hallway. Student will ask an adult to help them look for a lost item in the drawer. Unclaimed items in the lost and found will be given to a charitable organization.

Please **label the inside** of garments, footwear and other personal belongings with the student's name. Students are discouraged from bringing valuables, toys or money to school at all times. The school is not responsible for lost or stolen items.

PERSONAL PROPERTY

Ryerson School is not responsible for recovery, reimbursement or replacement of lost, stolen or damaged personal property brought to school by students. We strongly recommend that valuable personal property remain at home.

BICYCLES, ROLLER BLADES, SCOOTERS AND SKATEBOARDS

Although bike racks are provided; students bring the above items at their own risk. All bicycles should be locked to discourage theft. Bikes, skateboards, scooters and roller blades are not to be used on the playground during recess or lunch hour.

CARE OF SCHOOL PROPERTY

Students will be held responsible for the proper care of all books, supplies, devices, accessories or equipment furnished by the school. Students who deface, damage or lose school property shall be required to pay for the damage or loss.

The school is not responsible for items that are either lost or stolen from a student. If a student does not return a textbook or resource, the student who was issued the resource is responsible for its replacement cost.

LIBRARY BOOKS

Library books and other instructional materials are issued to students with the understanding that they will be responsible for their care. Loss or excessive damage will result in a charge to the student.

STANDARDS OF DRESS

It is expected that all students will dress appropriately. However, when dress is called into question the student may be required to make modifications or change into acceptable clothing.

Hats are not to be worn in the building. As well, students may not wear hoods over their head while inside the school building during school hours.

Clothing and accessories with inappropriate or offensive language or designs depicting drugs, alcohol, gang or sexual related themes will not be permitted. There should be no midriffs or underwear showing. Students will be asked to change their clothing or remove the offensive item.

VOLUNTEERS

We are hopeful that we will be able to allow volunteers to work at our school this year. We will send an update when this is confirmed.

SCHOOL RESOURCE OFFICER (SRO)

Local law enforcement agencies have attached uniformed officers to all schools in the Pembina Trails School Division.

The school resource officer (SRO) performs the regular duties of a law enforcement officer, makes classroom presentations, serves as a resource to parents/guardians, students and staff, and assists in mediations.

RYERSON NUTRITION POLICY

Ryerson School recognizes its role as a community partner in nutrition education. We believe that it is our responsibility to develop student understanding of the importance of proper nutrition, physical activity and healthy lifestyles. We are committed to nutrition education activities that positively influence students' nutrition knowledge, attitudes, skills and habits.

School policy was developed in consultation with the Ryerson Association of Parents and Teachers and the Ryerson Staff. It affirms and supports the policies and directions of the Province of Manitoba and the Pembina Trails School Division. Food guidelines are organized according to Canada's Food Guide to Healthy Eating.

The goal of our policy is to reinforce beliefs about balanced and healthy lifestyles and to create clear principles to guide our decisions about nutrition practices at Ryerson School:

- Students will be encouraged to bring healthy snacks and lunches to school. Nutrition information will be shared with parents/guardians to encourage them to provide nutritional foods for their children.
- If food is served at school functions healthy choices will be offered.
- Foods and beverages will not be used as a reward, an incentive or for motivation unless indicated on a student's Individual Educational Plan.
- Water will be recognized as an important tool in learning.
- We will support a "safe, inviting and inclusive school environment" by prohibiting the use of all nut products at school.
- School staff, parents and guardians will act as leaders in promoting healthy eating habits.

WALKING SCHOOL BUS

Although parents are responsible for their child's transportation to and from school, Ryerson offers several walking school bus routes to assist parents/guardians. These "busses" are simply a group of children walking to and from school with an adult staff member. The staff member will take attendance and ensure students are physically distanced while walking to school.

The Walking School Bus will pick-up/drop off students at three locations. The group of students from each pick-up/drop off location will be considered a cohort.

Further information will be included on the Walking School Bus registration form in the student package.

Students are expected to be at the designated walking school bus stops at the pick-up times that are identified at the beginning of each school year.

If the temperature is -27°C , with or without the wind chill, we do not walk and parents/guardians of these children are required to find an alternate way to get their children to and from school. Additionally, the walking school bus does not run in the afternoon of the first Thursday of each month.

****Any changes to this framework will be communicated in a timely manner via email. We will alert you to new information via our social media feeds (Twitter: @ryelementary; Instagram: ryersonschool). Please ensure that we have your correct email address. We will follow direction from the Pembina Trails School Division.**

The most recent COVID-19 school division updates can also be found at: <https://www.pembinatrails.ca/COVID-19/Pages/default.aspx>

.