

**"Working, learning, and growing together"**

**Школа R. F. Morrison School**  
**Family Handbook**  
**2019 - 2020**

**Школа R. F. Morrison School**  
**25 Morrison St.**  
**Winnipeg, MB**  
**R2V 3B3**  
**Phone: 204-338-7804**  
**Fax: 204-339-0540**

# ***Welcome to Школа R.F. Morrison School!***

It is an absolute pleasure to have your family as part of our school community! The following booklet contains important information about staffing, programs and guidelines for Школа R. F. Morrison School. As the year progresses you will be informed of upcoming events, but we hope that you will find the essential information you need to begin the year within this booklet. Please take some time to review this information, and do not hesitate to call us at 204-338-7804 with any questions that you may have. As well, regularly check our school website for information, pictures, and updates.

## **Школа R. F. Morrison School Beliefs**

During the 2016-2017 school year the staff at Школа R. F. Morrison School worked together to revise our Beliefs, Vision and Mission. The following was affirmed in April 2017:

### **We Believe:**

- each child has unique needs (learning styles, interests, abilities, etc.).
- a community is a reciprocal relationship where everyone feels valued and heard.
- our school community shares responsibility to meet the needs of all children.
- our school community creates opportunities for children to learn, grow, and persevere.
- our school community creates a love and joy of learning to help children become contributing members of society.
- a safe and caring learning environment is created by building meaningful relationships.
- in celebrating achievements and diversity.
- in the importance of developing critical thinking skills and resilience in our children.

## **Vision**

Working, learning, and growing together.

## **Mission**

Школа R.F. Morrison School is an inclusive community that values relationships, embraces diversity, and is committed to supporting all learners. We acknowledge and honour that we are on the traditional homeland of the Anishinaabe, Inninew (Cree), Dakota, Dene and Metis people as well as Treaty One Territory.

## **History**

Школа R.F. Morrison School was named after Robert Farthing Morrison, a longstanding member of the West Kildonan community, a former councillor and great supporter of education. The school opened in 1962 and was expanded in 1973. In September of 2016 Школа R.F. Morrison School had another addition, and we opened our three new classrooms, a Multi-Purpose Room and a Breakfast Room. In 1982 the school became a dual track school with the introduction of the English Ukrainian Bilingual Program. Over the years the support of parents, staff and the community has provided a strong foundation for a healthy and vibrant environment for learning. A few years ago we celebrated 50 years of learning at Школа R.F. Morrison School. We celebrate our past as we look forward to our future.

**PRINCIPAL** – Andrew Volk  
**VICE - PRINCIPAL** – Amber Anderson  
**SECRETARIES** – Carol Anandranistakis, Sabyna Sawka (1/2 time.)

**STAFF LIST**

Grade/Program	Teacher	Room Number
K – English	Linda Kennedy / Larissa Chubenko a.m. and p.m.	K
K – Ukrainian	Arusia Leskiw - a.m. only	1
1/2 – English	Erin Gray	11
1/2 – Ukrainian	Diana Borys	8
1/2/3 – English	Elisha Dahl	14
1/2/3 – English	Tracy Tesluck	13
1/2/3 – English	Jessica Grant	15
1/2 - Ukrainian	Romana Suchy	4
3/4 – Ukrainian	Iryna Deneka	10
3/4 – Ukrainian	Hannya Klimenko	9
4/5 - English	Melissa Harder	6
4/5 - English	Giselle Oakley	5
4/5 – English	Alana Dutka	7
5/6 – Ukrainian	Kristya Matwichyna	12
5/6 – Ukrainian	Michael Ilyniak	3
Music	Stephanie Yakiwchuk	Music
Phys. Ed., Dance	Brittany Lasko	Gym
Phys. Ed., Dance	Alma Brigole (Days 1, 3, 5)	Gym
Learning Support Teacher	Samantha Evans	
Learning Support Teacher	Adelma Nikkel	
Learning Support Teacher	Mark Behrendt	
Library Technician	Lauren Chilelli	Library
Educational Assistant	Louise Conolly	
Educational Assistant	Maria Cullum	
Educational Assistant	Patrick Dwyer	
Educational Assistant	Alexis Hodge- Maternity Leave	
Educational Assistant	Roberta Horrox	
Educational Assistant	Nichole Karpoff	
Educational Assistant	Wioletta Los	
Educational Assistant	Linda Prawdzik	
Educational Assistant	Andrew Spence	
Educational Assistant	Jodi Thiessen	
Community Coordinator	Cheryl Rajfur	
Custodians	Shane Brock (days) John Keam (evenings) Peter Ekosky (part time nights)	

**DIVISIONAL SUPPORT SERVICES**

**School Therapy Services**

Occupational Therapist – Kristin Ryz  
 Lorne Sirota  
 Physiotherapist - Mikaela Hoepner

**Educational & Clinical Support Services**

Psychologist – Daniel Buchanan                      Social Worker –  
 Speech & Language Pathologist – Kathleen German

## DAILY ROUTINE

Time	
8:50	Students enter school
8:58	Lord's Prayer for those students with parental permission
9:00	O Canada and announcements
9:05-10:35	Learning Block 1
10:35-10:55	NUTRITION BREAK
10:55-11:25	RECESS
11:30-1:00	Learning Block 2
1:00-1:25	LUNCH
1:25-1:55	RECESS
2:30-3:00	Learning Block 3
3:30	Dismissal

There is *no supervision* prior to 8:30 a.m. Please do not drop off children early.  
Office Hours: 8:30 a.m. – 4:00 p.m.

### School Entry and Exit

**Patrols** are on duty in front of the school and at the corners of Arrowwood/Morrison and Buttercup/Morrison from 8:40-8:50 and 3:30-3:40. Students who walk to school should come to school during these times. **No patrols are on duty over the lunch hour.**

**At 8:50, at recesses, and at 3:30, students enter and exit** by specific doors assigned to their classroom. As hallway congestion is a concern, parents of children in grades 1 – 6 are asked to meet their children at the designated meeting area in front of the main office or by a side door. Kindergarten students may be picked up at their classrooms. Middle School or High School siblings should meet their younger siblings at the meeting area as well. At 3:30 all walking students will go directly home.

**Traffic** congestion before and after school is a concern. Please arrange to pick up and drop off your child along Morrison Street, respecting the "No Stopping" zones. If you are accompanying your child into or out of the school, **please do not park or stop in the staff parking lot.** Parking is available in the bus loop and on the street.

- **Please do not drop off or pick up your child in the parking lot, as this is not safe and all spots are reserved/paid spots (except wheelchair accessible).**
- **Please do not park in our wheelchair accessible stall as this is used by families who require this.**
- **Please do not park or wait in our neighbors' driveways**

**School Building Access** is limited due to safety reasons. During the school day, only the doors by the office on Morrison Street remain open. All other doors remain locked for reasons of safety.

### **Call-back System**

Parents or guardians should call **204-338-7804** to report their child's absence. Teachers take attendance at 9:00 and 2:00 and names of absent students are noted and sent to the office. If parents have not called previously, a call home will be made from the office: first to the child's home and then to alternative numbers as given in the child's current registration information. It is important to keep this information current and to inform the office of any changes to your contact information. Additionally, you can change information using Parent Connect.

**Students arriving late** are asked to report to the office, and their teacher may also send them to the office to check in.

### **Early Pick-Ups**

Please report to the office if you are picking up your child early. You will be asked to sign your child out of the building.

### **Bus Transportation**

Call **204-338-7051** to inform the Transportation Department when your child will not be taking the bus or with questions regarding routes, times, etc. Applications are required for bussing, and certain restrictions apply. Supervision of students waiting for after school bussing is provided.

If a parent is looking for changes, they must be emailed to [Transportation@7oaks.org](mailto:Transportation@7oaks.org)

### **Student Illnesses and Absences**

There are occasions when students become ill at school. Parents and the school office are notified before a child is sent home and arrangements for leaving are made. Minor accidents at school are treated with soap and water, ice and/or a band-aid. If a child has received a more serious injury parents are called. Please remember that children do not always report an injury to their teacher and we ask parents to encourage children to do so. If your children will be absent for an extended period of time, please discuss this with your child's teacher and/or an administrator.

### **Telephone Use**

Student use of the telephone is limited to serious situations. Students may use the office phone only with a phone permission slip from their teacher. After school play arrangements should be made from home the evening before. Parents needing to talk to their child should preferably call at the beginning of the recesses (10:55 or 1:00). We realize that some students carry cell phones due to family situations outside of school hours. During the school day, student cell phones must remain in backpacks. Students and parents needing to contact one another during school hours may do so using the school phone. Under no circumstances should student cell phones be taken on the playground or used to take photographs of other students. Messages or voice mail for teachers can be left at any time. Teachers will return your call at their earliest convenience.

## **Breakfast Program**

Школа R.F. Morrison School continues to offer a breakfast program this year. The program will be available from 8:15 a.m. - 9:00 a.m. every morning in our Breakfast Room.

## **Recess**

The Seven Oaks School Division recognizes that it is important for students to have the opportunity for outdoor physical activity and play. All children in Grades 1 to 6 are provided with two half hour recess breaks (10:55-11:25 and 1:25-1:55). All children are expected to go outside for these recess periods.

## **Lunch Guidelines**

Students may be regular lunch students or occasional lunch students. During the lunch period students are expected to eat their lunch at their desk or a designated table, sit quietly using good manners, and after finishing their lunch, tidy up their area. Educational assistants provide supervision in classrooms.

Please note:

- Microwaves are **not** available for reheating food, so we suggest using a thermos for warm food.
- Regular lunch students are not allowed to leave the school grounds at lunchtime without written parental permission.
- Some of our students have **life-threatening food related allergies, often to tree nuts and/or peanuts**. Classroom teachers will inform all parents of any life-threatening food related allergies in their classrooms.
- There is no charge for the lunch program.

## **NUTRITION POLICY**

The "Nutrition and Healthy Living" Committee at Школа R.F. Morrison School has worked with a nutritionist to develop a nutrition policy and promote awareness of healthy eating and lifestyles at Школа R.F Morrison School. Families are asked not to send pop and sugary snacks to school with their children, and to try to follow the guidelines in the Canada Food Guide when preparing snacks and lunches for their children. Stay tuned to newsletters for further information on this initiative.

Many classrooms have students with life-threatening allergies, particularly to nuts and fish. *Thank you for following the **Allergy Conscious Guidelines** as outlined below.*



### **An “Allergy Conscious School”**

A safety concern at Школа R.F Morrison School is any students who have severe or life-threatening allergies, including anaphylaxis. For those with life-threatening allergies, ingesting certain foods, especially nuts, in even microscopic amounts can cause hives, swelling, respiratory congestion, and at its worst, anaphylactic shock requiring injection with an EpiPen. Even simple acts, such as the transfer of food residue from a student’s finger to a table or play structure, could be sufficient to trigger a reaction that requires medical attention. Nut residue can remain on knives used for cutting even after they have been washed in a dishwasher. Of particular concern are the many food products that do not contain peanuts, but may contain traces of peanut oil.

Thus, please continue to support us as an **Allergy Conscious School**. This means:

1. Please do not send peanut butter sandwiches, peanuts, or baked goods like granola bars and cookies that contain peanuts for lunches or snacks. Please look for the “Peanut Free” label when purchasing food items that will be sent for snacks or lunches.
2. For class parties and special events, nutritious, peanut-free food options will be planned. Teachers will give suggestions in advance of these occasions. We ask all parents **not** to send foods containing peanuts to school, and to check with classroom teachers regarding safe alternatives.
3. If someone in your child’s class has a severe or life-threatening allergy to foods other than nuts (i.e., fish, eggs, peppers, strawberries, etc.) a note will be sent home asking that you avoid sending these foods in lunches and snacks.
3. Outside groups using the school will be informed that Школа R. F. Morrison School is allergy conscious, along with an explanation of what this entails.

***Thank you for helping to keep our school safe for everyone!***



## **Playground Supervision**

Staff are on playground supervision from 8:30 - 9:00, and over the recesses. **Students should not be dropped off on the playground or at school prior to 8:30, as there is no adult supervision until that time.** Please contact the school to make special arrangements if you occasionally need to drop your child off before 8:30.

## **Field Trips**

Field trips are directly related to ongoing classroom instruction, connecting the instructional program to the community. Provision is made for proper supervision on all field trips and parents may be asked to assist with supervision. A general *Field Trip Permission form* is included in your September package. As well, prior to any class trip, a note explaining each field trip will be sent home with details of purpose, destination, times, and any special arrangements required.

## **Fire Drills, Lockdown Drills, Emergency Responses**

At least 10 fire drills and two lockdown drills will be practiced throughout the year. Teachers will instruct students on appropriate behaviour. Students must always be prepared with appropriate footwear. Practices for responses to severe weather, unwanted intruders, and building evacuation also occur throughout the year. In case of an emergency evacuation, students and staff will walk to Garden City Collegiate. Our alternate evacuation site is Garden City Mall. In case of school closure or bus cancellation due to extreme weather, please consult the Seven Oaks School Division website or CJOB radio for further information.

## **Administration of Prescribed Medication**

If, under exceptional circumstances, a child is required to take oral medication during school hours and a parent cannot be at school to administer the medication, the following procedures must be followed:

1. A written authorization is required before giving any prescribed medication.
2. The medication bottle must carry the official label from the pharmacy along with all pertinent information.
3. A form with the time of medication administration must be signed each time the medication is given by the staff member designated to administer the medication.
4. Medications must be delivered to the school office by a parent or responsible adult.
5. Medications are kept in a safe location at school, and are administered by a trained staff member.
6. Inhalers used to control asthma and EpiPens are included under these guidelines.

## **Health Care Needs**

The Unified Referral and Intake System (URIS) is a partnership involving the Provincial Government Departments of Health, Family Services and Education and Advanced Learning. URIS provides support to community programs such as schools, licensed child care facilities and respite for children in attendance with specific, health care needs (see list below). For those health care needs, URIS support is available which includes a registered nurse to provide a written health care plan and training for the community program.

**URIS supports students with:**

- Asthma
- Anaphylaxis
- Bleeding disorders
- Cardiac conditions
- Diabetes
- Seizure disorders
- Steroid dependent conditions
- Osteogenesis imperfecta
- Gastrostomy care
- Catheterization
- Ostomy care
- Suctioning (oral/nasal)
- Pre-set oxygen

If your child has any of these health care needs, please make the school aware so URIS services can be requested.

If you would like more information about the URIS program, please call Sandra Dalke, URIS Provincial Coordinator, at 204-471-9570.

**Valuables**

Students are asked **not** to bring valuable items that may get lost, damaged or broken to school. These include video games, I-Pods, electronics, jewellery, hats, trading cards, etc. If money is required by the school, please send it in a sealed envelope, clearly marked with your child's name and room number. Please label all outerwear and gym clothes with your child's name to eliminate the chances of students losing or mixing up clothing items. Many winter boots and ski pants look the same!

**Parent and Family Involvement**

We value the involvement of parents, guardians, grandparents and caregivers in the daily life of our school. We welcome anyone with a desire to volunteer some time helping out in the school or on our Parent Advisory Council (PAC). PAC makes a valued contribution to the functioning of our school, and meets monthly to discuss, support and promote school and community events.

**Community Connections – Partners in Learning**

Programs for pre-school children and parents from the Школа R.F. Morrison School area are provided at school. For information on these programs please call the school at 204-338-7804.

**Before and After School Care**

Two programs, Seven Oaks Child Day Care Centre (204-632-3691) and Школа R.F. Morrison School Sadok (204-995-7614) provide before and after school child care for Grade 1-6 students. Half-day care for preschoolers and students in Kindergarten is provided by the Sadok Nursery Program (204-995-7614).

## WELCOME TO PARENT CONNECT

### **What is it? A website that connects Seven Oaks parents to...**

- Your child's report cards and attendance
- Parent-Teacher Conferences/Orientation Scheduling
- School Newsletters and News bulletins
- Communication through email with your child's teacher
- Your family information (name, phone #, email, emergency contacts, doctor info, etc.)
- Bussing information
- .....and much more

### **Why use Parent Connect?**

- You can update your family information from home
- You can download your child's report card on-line
- At RFM, we are trying to use less paper. More school information will be posted on Parent Connect instead of paper copies being sent home.

### **If you DO NOT have a current email address or the mail you have provided is out of date...**

- Please contact the school and provide your most current email. Once you are registered on Parent Connect, you can update and make changes to your personal information.

### **Instructions to log on to Parent Connect**

- To access the Parent Connect site type into the address bar:  
<https://schoolconnect.7oaks.org/schoolconnect/parentsignon.aspx>  
Save to your favourites!
- On your initial log in, click on "Forgot My Password". You will be prompted to enter your email address. The system will then send you a temporary password to the email address you have provided to the school. Please note this is a temporary password and it should be changed as soon as possible.
- **PLEASE DO NOT GIVE PASSWORDS TO STUDENTS.**
- When changing your password, choose a password with 10 characters including at least one number
- If you need help logging in, please click on the "How to Sign On to Parent Connect" video link

### **If you do not have a computer at home...**

- Call the school for information or assistance
- Ask a friend or relative if you can use their computer

**We will be using Parent Connect, so please be sure to provide a current email address.**

## Important Dates 2019-2020

### SEPTEMBER

3 & 4	Orientation Days
5	First Day of classes
9	Assembly- 9 a.m.
18	Grade 6 First Note Night @ H.C.Avery-7p.m.
19	School BBQ 4:30 p.m.
20	Picture Day
27	Terry Fox
29	Rosh Hashanah
30	Orange Shirt Day

### OCTOBER

1	Cross Country Grades 3-5 (rain date Oct. 3)
7	Grade 6 Immunizations-9:15 a.m.
8 & 9	Yom Kippur
11	Divisional PD Day-NO SCHOOL
14	Thanksgiving- NO SCHOOL
15-22	<b>Bus Evacuation – NO BUSES AVAILABLE</b>
16	Ukr. Graded 5- Field Trip@ Legislature
17	“Pier 21” Musical
25	MTS PD Day- NO SCHOOL

### NOVEMBER

1	RFM PD Day
11	Remembrance Day
14	Picture Retakes (am only)
15	Kindergarten Field Trip – MB Children’s Museum
20	Grade 6 First Performance Night@H.C. Avery -7p.m.
28	Student Led Conferences (evening)
29	Student Led Conferences- NO SCHOOL

### DECEMBER

11 &12	RFM Winter Concerts
20	Last day of classes- WINTER BREAK (December 23-January 3)
22	Hanukkah begins

### JANUARY

6	School Reopens
7	Ukrainian Christmas
17	RFM PD Day
23	Grade 6 Band Concert @ SOPAC
31	Seven Oaks PD Day- NO SCHOOL

### FEBRUARY

10-14-	I Love to Read- Spirit Week
17	Louis Riel Day

## MARCH

- 12 Student Led Conferences (evening)
- 13 Student Led Conferences- NO SCHOOL
- 30- April 3 Spring Break

## APRIL

- 8 Day of Pink
- 10 Good Friday- NO SCHOOL
- 17 Seven Oaks PD Day- NO SCHOOL
- 19 Orthodox Easter
- 29-May 1- Grade 6 Ukr. Language Camp@ St.Andrews

## MAY

- 7 Ukr. Grade 4 Filed Trip Leo MOI Tour
- 8 RFM PD Day-NO SCHOOL
- 11-15 Mental Health Awareness Week
- 18 Victoria Day- NO SCHOOL
- 19 Track and Field Grades 4 & 5@ West K (rain date May 21)
- 20 Cross Country Grades 3-5 @ Little Mtn. Park
- 27\_or 28 Grade 6 Level 1 Band Festival

## JUNE

- 4 Seven Oaks School Division Pow Wow
- 5 Seven Oaks PD Day- NO SCHOOL
- 12 Kindergarten ALL Day Field Trip- Six Pines
- 17 Grade 6 Band Year End Concert @ SOPAC
- 21 National Indigenous Peoples Day
- 30 Last day of classes

*\*Please note that some dates may change so check our website for additions/changes to this list.*

<http://www.7oaks.org/school/rfmorrison>