



ШКОЛА R. F. MORRISON SCHOOL
SEVEN OAKS SCHOOL DIVISION

Working, Learning and Growing Together

Family Handbook

2023 – 2024

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. We can also be found on Instagram at @shkolarfmorrisonsschool.

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 and remain our guiding principles:

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), Anishinew (Oji-Cree), Dakota, Dené, and the Red River Métis. We acknowledge that our land was shared through the signing of Treaty One.

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 – Amber Anderson
VICE - PRINCIPAL – Oksana Koseckyj
ADMINISTRATIVE ASSISTANTS – Liudmyla Nizovets, Sabyna Sawka (1/2 time.)

STAFF LIST

Grade/Program	Teacher	Room Number
K – English (a.m.)	Larissa Chubenko	K
K – Ukrainian (a.m.), English (p.m.)	Arusia Leskiw	1
1/2 – English	Sheri Ingram (a.m.)/Larissa Chubenko (p.m.)	13
1/2 – English	Jennifer Nerbas	14
1/2 – English	Erin Gray	15
1/2 - Ukrainian	Olga Bondarchuk	4
1/2 – Ukrainian	Romana Suchy	8
3 – Ukrainian	Viktoriiia Semeni/Iryna Deneka	11
3/4 – English	Hannah Riskin	6
3/4 – English	Sarissa Lloyd	10
4/5 – English	Alana Dutka	7
4/5 – English	Giselle Oakley	5
4/5 – Ukrainian	Zoya Kostetsky	9
4/5 – Ukrainian	Kristya Matwichyna	12
6 – Ukrainian	Marysa Fosty	3
Music	Stephanie Yakiwchuk	Music
Phys. Ed., Dance, Learning Support	Brittany Lasko	Gym
Phys. Ed., Dance	Alma Brigole (Days 1, 3, 5)	Gym
Learning Support Teacher	Adelma Nikkel	
Learning Support Teacher	Mark Behrendt	
Learning Support Teacher	Jessica Grant	
Library Technician	Lauren Chilelli	Library
Educational Assistant	Tye Cymbalisty	
Educational Assistant	Patrick Dwyer	
Educational Assistant	Roberta Horrox	
Educational Assistant	Wioletta Los	
Educational Assistant	Linda Prawdzik	
Educational Assistant	Oksana Tykhanska	
Educational Assistant	Nichole Karpoff	
Educational Assistant	Tye Cymbalisty	
Educational Assistant	Nichole Karpoff	
Educational Assistant	Sammantha Johnson (Float)	
Educational Assistant	Erin Johnston (Float)	
Community Coordinator	Dave Mathers	4
Custodians	Shane Brock (days) Robert Kudajczyk (evenings)	

DIVISIONAL SUPPORT SERVICES

School Therapy Services

Occupational Therapist – Jenna Ghuman
 Physiotherapist - Tracy Dreger

Educational & Clinical Support Services

Psychologist – Daniel Buchanan

Speech & Language Pathologist – Kathleen German
 Student Services Coordinator – Andrea Macdonald

DAILY ROUTINE – Grades 1 to 6

DAILY ROUTINE – Kindergarten

Time		Time	
8:50	Students enter school (Smudge in Circle Garden for students with permission on first and last day of week)	8:50	A.M. Kindergarten students enter school
9:00	O Canada and announcements	9:00 - 11:30	A.M. Kindergarten classes
9:05-10:35	Learning Block 1	11:30	Parent/Caregiver/Bus pickup
10:35-11:00	Nutrition Break	12:50	P.M. Kindergarten students enter school
11:00-11:25	Recess	1:00 – 3:30	P.M. Kindergarten class
11:30-1:00	Learning Block 2	3:30	Parent/Caregiver/Bus pickup
1:00-1:25	Lunch		
1:25-1:55	Recess		
2:00-3:30	Learning Block 3		
3:30	Dismissal		

There is *no supervision* outside prior to 8:30 a.m. Please do not drop off children earlier than 8:30 a.m. There is no after school supervision. Please pick up your child promptly at 3:30.

Office Hours: 8:30 a.m. – 4:00 p.m.

School Entry and Exit

- Kindergarten, Sadok (daycare) and all visitors should use the front doors on Morrison St. *Visitors must report to the office.*
- Seven Oaks Child Day Care, Inc. (The Falcons) should use the parking lot door on the North of the building.
- Students in Rooms 13, 14 & 15 (English Grade 1-2) should enter at the doors on the West of the building (the addition).
- All other students (Rooms 3-12) will use the hardtop doors on the South of the building.

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 (above). As hallway congestion is a concern, parents of children in grades 1 – 6 are asked to meet their children at their designated door outside. Kindergarten students may be picked up at their classrooms. Middle School or High School siblings should meet their younger siblings at the doors as well. We ask that

parents and older siblings refrain from coming inside to wait for their kids/siblings. 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 on the surrounding streets.

****Very important Parking Information**

- **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 for the accessible spot).**
- **Please do not park in our wheelchair accessible stall without a proper pass.**
- **Please do not park or wait in our neighbors’ driveways or use them for changing direction.**

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. Any parent or visitor will need to check in at the office.

Reporting an Absence - 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 enter through the front door and report to the office to check in.

Early Pick-Ups

Please report to the office and sign the sign-out sheet if you are picking your child up early from school.

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

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, 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 their classroom phone only with permission 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 strongly encourage that cell phones be left at home. At no time during the school day, should cell phones be required by students. 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 Breakfast Program will provide healthy food for all interested students, regardless of the reason. The Breakfast room is located in the newer wing of the school (in the MPR).

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 recess breaks of 25 and 30 minutes. All children are expected to go outside for these recess periods. Children must come to school with appropriate clothing to be outdoors for a 30-minute block of time. Children who are too ill to go outside should not be coming to school.

Lunch Guidelines

Students may be regular lunch students, meaning they eat lunch at school daily, or occasional lunch students, where they sometimes leave the building with a parent for lunch. During the lunch period students are expected to WASH or SANITIZE HANDS, eat their lunch at their desk or a designated table, eat in a casual and well mannered way, 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 leaving with a parent or guardian.
- 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.

NUTRITION POLICY

Школа R.F. Morrison School promotes awareness of healthy eating and lifestyles. Families are asked not to send pop and sugary snacks to school with their children, and to send enough food for a healthy snack at nutrition break and lunch.

Many classrooms have students with life-threatening allergies, particularly to nuts. We ask that you do not send your children to school with nuts, tree nuts, peanut butter or products that may contain nuts. You will be notified if there are other serious or life-threatening allergies in your child's classroom. *Thank you for following the **Allergy Conscious Guidelines** as outlined below.*



An Allergy Conscious School

Школа R.F. Morrison School considers the safety of 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. 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/nuts, or baked goods like granola bars and cookies that contain peanuts/nuts for lunches or snacks. Please look for a "Peanut/nut Free" label when purchasing food items that will be sent for snacks or lunches.
2. For class parties and special events, nutritious, peanut/nut-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/nuts 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 provide supervision from 8:30 - 8:50, and over the recess breaks. **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 or have specific supervision needs so that we can discuss your circumstances. No playground supervision is available after 3:30, but staff will supervise bussed students until they are picked up.

Field Trips

Field trips are related to ongoing classroom instruction, connecting the instructional program to the community and class celebrations. Provision is made for proper supervision on all field trips and parents may be asked to assist with supervision on a voluntary basis. Field trip permission for the year is a simple web-form on parent connect. 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 may 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 for further information.

Dress Code

As an elementary school our expectation is that students dress in the wardrobe parents send them in. Clothing cannot contain any profane, disrespectful, or violent text/imagery. Our main expectations are related to safety, namely that clothing is:

- Weather appropriate for all times of year
- Age appropriate
- Indoor and outdoor footwear is required and must be worn at all times (no "heelies" or shoes with heel rollers)

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 guardian.
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. The safe location of puffers, EpiPens, and other rescue medications/supplies will be determined in collaboration with teachers and parents according to the age and abilities of the student and included in their URIS medical plan. Two common options for location of EpiPens, inhalers, and rescue medications are either the school office, or the child's back pack.

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 childcare 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, iPods/electronic devices, jewellery, 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 and instruct your child to give it to their teacher as soon as possible. Please label all outerwear 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, either on a regular basis or for special events, 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 children aged 0-5 and their parents or caregivers from the Школа R.F. Morrison School area are provided at school free of charge on Monday and Wednesday mornings. For information on these programs please call the school at 204-338-7804 and ask to speak to Dave Mathers, Community Coordinator.

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 childcare for Grade 1-6 students. Half-day care for preschoolers and students in kindergarten is provided by the Sadok Nursery Program (204-995-7614). Please contact those organizations directly if you would like more information. Space limits apply to both programs.

Parent Connect

Our school division uses the *Parent Connect* system to do many administrative tasks as well as to communicate with your child's teacher. We no longer print paper copies of most notes or information, including report cards, except by special request. This system is also used to book parent conferences and orientation times. See below for more information.

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 email 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.

Welcome!/Welcome Back!

We are looking forward to a great year in partnership with our families. If you have any questions about the above information, please contact the school office at 204-338-7804.

Important Dates 2023-2024

September 5 & 6 – Orientation Meetings

September 7– First Day of classes

September 8 – First Day of Kindergarten classes?

September 18 – Picture Day

September ?? – Terry Fox Walk/Run

September ?? – Orange Shirt Day

September 30 – National day for Truth and Reconciliation

October 3 – School Based PD Day – NO CLASSES

October 9 – Thanksgiving Day – NO CLASSES

October 20 – MTS PD Day -NO CLASSES

November 1 – Divisional Day – NO CLASSES

November 11- Remembrance Day

November 20 – Picture Retakes

November 21– Term 1 Report Cards Available

November 23 - Student – Parent – Teacher Conferences

November 24 – Student – Parent – Teacher Conferences – NO CLASSES

December 1 – School Based PD – NO Classes

December ?? – Sadok Concert

December 25 – Winter Break Begins

Winter Break – Monday December 26, 2023 – Friday January 5, 2023

January 7 – Ukrainian Christmas

January 8 – First Day back in New Year – School Reopens

January 19 – School Based PD – NO Classes

February 2 – Division Wide PD Day – NO CLASSES

February 19 – Louis Riel Day - NO CLASSES

March 11 – Term 2 Report Cards Available

March 14 – Student – Parent – Teacher Conferences (3:30-8:00 p.m.)

March 15 – Student – Parent – Teacher Conferences – NO CLASSES

Spring Break – March 25 - March 28

March 29 – Good Friday – NO CLASSES

April 1 – First Day of School after Spring Break

April 12 – School Based PD – NO Classes

May - Mental Health Awareness Month

May 14 – Orthodox Good Friday

May 20 – Victoria Day – NO CLASSES

May 29, 30 & 31- Arts in the Park

June 6 – Divisional Pow Wow

June 7 – Common PD Day – NO CLASSES

June 21 – National Indigenous People’s Day

June 24– Term 3 Report Cards Available

June 28 – 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>