

Morfee Elementary School



**Student / Parent
Handbook
2016 – 2017**

MORFEE ELEMENTARY

Procedures and Operations

WELCOME!

Welcome to the 2016-2017 school year! We look forward to providing quality educational opportunities for our students and a positive learning environment for all.

This document is intended to provide you with information about our school and its organization. Please read through it with your child. If you have any questions regarding any aspect of the school's operation, please do not hesitate to call your child's teacher or school administration at 250-997-6340.

EDUCATIONAL MANDATE

The purpose of the British Columbia school system is to enable learners to develop their individual potential and to acquire the knowledge, skills, and attitudes needed to contribute to a healthy society and a prosperous and sustainable economy.



SCHOOL MISSION STATEMENT

As a school community, we recognize that all students are individuals who should be encouraged to develop at their own rate, within a supportive learning environment. All children should have the opportunity to develop a sense of self-worth and feeling of pride in their own achievements. While schools traditionally have been entrusted with the intellectual development of children, we believe growth of the whole child must be fostered as follows:

- To continue developing and implementing plans which promote active learning experiences;
- To continue developing and implementing plans which promote the personal and social responsibilities of students;
- To continue promoting a better understanding with parents of current directions and issues in education with the goal of increasing parent confidence and building partnerships between home and school
- To continue to emphasize staff development

SCHOOL PROCEDURES

Bicycle Safety

Parents are asked to review bicycle safety with their children. Bike helmets are mandatory. Bikes must be parked in bike racks at school

and must be walked on the school grounds.

Cold Weather Policy

Student safety is the primary concern which determines actions taken as a result of cold or inclement weather.

Regardless of the temperature, all schools will remain open. Regularly scheduled instruction will be modified to meet the needs of individuals present. Meaningful educational experiences will be provided. Children will be actively involved in learning.

Students who are late or absent will be marked accordingly on their records. The decision to keep your child at home ultimately rests with the parent.

Extra-curricular Activities

Throughout the school year, Morfee's staff and student leaders sponsor a number of extra-curricular activities. Please encourage your child to become involved in them.

Indoor Shoes

In order to help maintain a clean school, we require all students have indoor shoes with non-marking soles.

Lunch Time

We encourage students to go home for lunch. Students with lunches at school are to eat in their classroom and abide by school expectations for behaviour.

Medication

Some students require medication during school hours. In order for school personnel to administer medication, we require the prescribing doctor to sign the completed "Request for Administration of Medication at

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School" form (obtained and filed at the office).

School Website

School information is available on our school website. Visit us at <http://www.sd57.bc.ca/school/morf>

Parking Lot Safety

Do not drive around the building. This creates an unsafe situation for our students. Public vehicle access is restricted to the front parking lot. The lane around the back of the school is for service & emergency vehicles only. The parking lot is out of bounds to students with the exception of pick-up & delivery.

Safe Start

In order to ensure that your child has safely arrived at school, the home of any student absent and unaccounted for will be called each morning. If your child will be late or absent from school, please call and leave a message prior to 8:40 am or send a note. Students who arrive late must obtain a late slip from their teacher and bring it to the office. Students leaving the school during instructional time must have parent consent to receive a sign out slip at the office.

School Visits

When visiting the school or a classroom, you must check in at the office when you arrive, unless you are coming to a pre-arranged appointment.

Sickness/Injury

Please do not send your child to school if she/he is not feeling well in the morning. Students who become ill during the day should notify their teacher. We will then call parents and ask that students be either picked up or given parental permission to go home. For this reason, it is very important for the school to have

current work and emergency numbers. Serious accidents or injuries are reported to the parent as soon as possible. The parent is then responsible for any decisions regarding professional medical aid. If the school is unable to contact parents or the emergency contact, we will act on our own good judgment and parents will be informed as soon as possible.

Student Belongings

We recommend that all students' belongings be well marked with students' names. Our Lost and Found is often overflowing. Parents are welcome to search for missing items in our lost and found locations.

Unclaimed lost and found items are donated to the Thrift Store twice a year (Christmas and Year End).

Supervision

Supervision is from 8:10 – 8:40 am and from 2:30 – 3:00 pm. Lunch supervisors are on duty from 12:00 – 12:45 pm. Monday to Friday. To maximize prevention of injuries and immediate attention to those that do occur, we ask that students be on the school premises only when the supervision is available.

Scooters-Skateboards, Etc.

The use of any items with wheels, including bikes, skateboards, scooters, hee-lies, etc. are not allowed on school property.

Telephone Use

A telephone is available in the classroom for student use

with the permission of a teacher.

Volunteers

As directed by the School District, **all volunteers at the school who have the potential to supervise children must complete a *Police Information Check* before helping students.** These forms are available at the office.

Please try to complete *Police Information Checks* at the beginning of the school year as the approval process can take several weeks.

Volunteer Drivers

Volunteer Driver applications are also available at the office. Please check with the office to ensure you meet the Volunteer Driver qualifications.

Recognition Assembly

Morfee Elementary holds a *Recognition Assembly* on the last day of school. This gives us the chance to recognize all of the students and student clubs and organizations that have contributed to the Morfee experience.



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PARENT ADVISORY COUNCIL

PAC is an active group of parents committed to supporting the quality of education and personal well-being of all Morfee Elementary students.

In cooperation with the school staff and local community, it focuses on providing a good learning experience for students in a safe environment.

**PAC meets on the third
Wednesday of every
month in the Learning
Commons at 6 pm.**

**Everyone is welcome to
attend to share any ideas,
talents or concerns.
Babysitting is provided.**

BELL SCHEDULE

8:35 am First Bell
8:40 am School begins
10:30 am Recess Begins
10:45 am Recess Ends
12:00 pm Lunch begins
12:20 pm Warning Bell
Students Return to
Class
12:40 pm First Bell
12:45 pm PM classes begin
2:32 pm School day ends

MORFEE STAFF

Principal

Mrs. C. Barnes

Vice Principal

Ms. M. Walters

Instructional Staff

Grade 7

Mrs. C. Russo

Grade 6/7

Ms. T. Dyer

Grade 5/6

Ms. D. Hyde

Grade 5/6

Ms. S. Schroeder

Grade 4/5

Ms. E. Wilson

Grade 4

Mrs. S. Roper

Grade 3/4

Mr. E. Miller

Grade 3

Ms. A. Kosakowski

Grade 3

Mrs. T. Weissenmayer

Grade 2

Mrs. L. Dowler

Grade 1/2

Mrs. D. Skilliter

Grade 1

Ms. M. Olson

Grade 1

Mr. B. Kurkiniemi

Grade K/1

Ms. S. Logan

Kindergarten

Miss. J. Gordon

Kindergarten

Mrs. S. Pride

Instructional Support Staff

Mrs. P. Appukuttan (Prep/LA)

Ms. K. Chadha (SLR)

Ms. J. Hall (ESL/Prep)

Mrs. M. Sinclair

(Special Teacher Helper)

Mrs. S. Talbot (LA)

Non-Instructional Support Staff

Ms. V. Morris (Secretary)

Mrs. J. Sieben

(Library /Office Clerical)

Ms. J. Solonas

(Aboriginal Education Worker)

Mrs. J. McDonald

(StrongStart Facilitator)

Mrs. S. Bouzane (Custodian)

Mrs. C. Garon (Custodian)

Mrs. M. Lepp (Supervision)

Mrs. S. Gundersen (Supervision)

Education Assistants

Mrs. D. Barlow

Mrs. L. Christen

Mrs. M. Rice

Mrs. L. Scrase

Ms. K. Sitter

Mrs. S. White