

# *Lord Selkirk School*

## **Parent Information Handbook 2023-2024**



*A. Johnston*  
*Principal*

*G. Katchanoski*  
*Vice-Principal*

170 Poplar Ave. Winnipeg, MB R2L 2B6  
Phone: 204.667.8495 Fax: 204.667.0753  
Safe Arrival Absence Reporting: 1.855.278.4513

Website: [www.winnipegssd.ca/lordselkirk](http://www.winnipegssd.ca/lordselkirk)

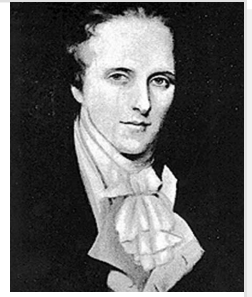


WINNIPEG SCHOOL DIVISION



# HISTORY

Picture:  
Thomas Douglas  
Lord Selkirk



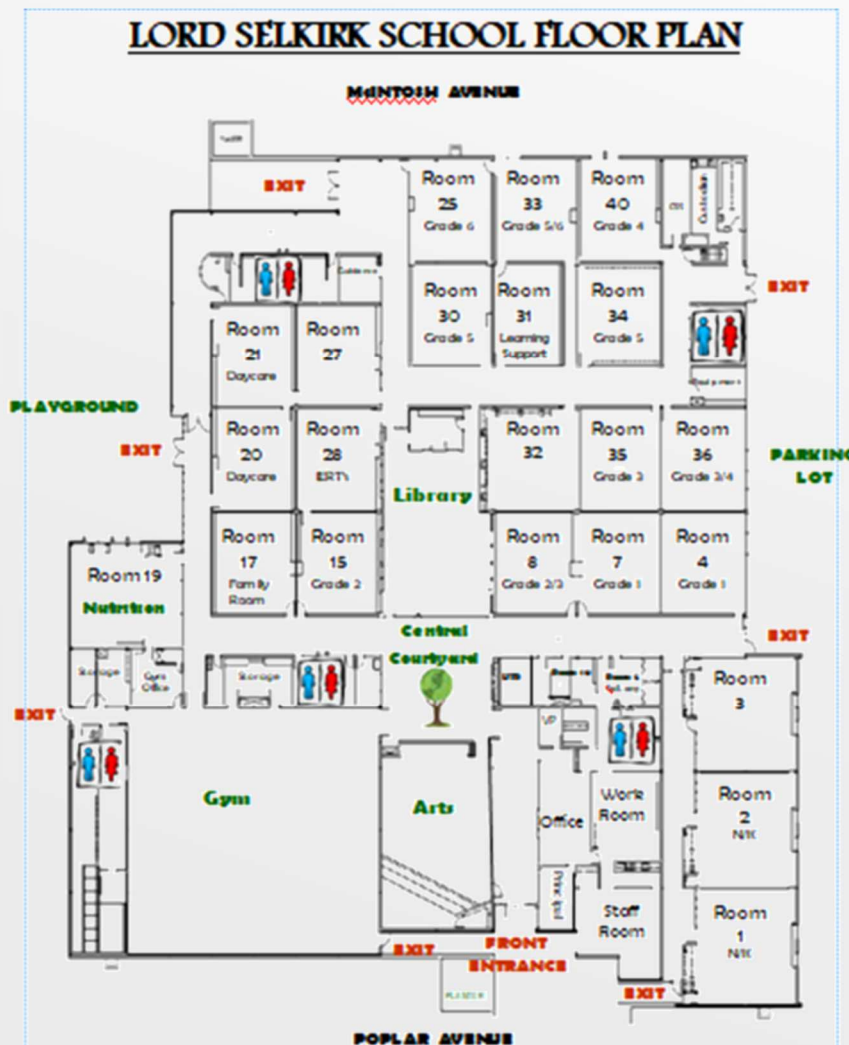
**L**ord **S**elkirk **S**chool has a history of being one of the first schools to serve the Elmwood area. The school is named in honor of Thomas Douglas, the Fifth Earl of Selkirk, also known as Lord Selkirk. He was born June 20, 1771 and died on April 08, 1820.

The Earl; Lord Selkirk, sponsored many immigrant settlements in Canada and at the Red River Colony. Selkirk's colonizing ambitions have been memorialized in the names of the City of Selkirk and the Village of East Selkirk. The City of Selkirk is served by the Lord Selkirk Regional Comprehensive Secondary School, which is administered by the Lord Selkirk School Division. His name was also used for the Winnipeg neighborhood of Point Douglas, our school in Elmwood, the city's Fort Douglas Park on Waterfront Drive (where Fort Douglas once stood) and Winnipeg's Selkirk Avenue.

The first Lord Selkirk school was built in 1908 at a cost of \$72,000.00 to accommodate the growth in the area. It served students from Grades 1 to 12. The school was built on the south east corner of the property, with front doors facing onto Brazier Street. A second 19 room building was built in 1912 to support the rapidly growing community.

By the 1950's increased educational needs, upgraded equipment and facilities that Lord Selkirk School could not provide, the David Thompson Junior High School opened in 1955 at 505 Chalmers to support the demand. In 1958 Elmwood High School was built next door for students in Grades 10 to 12. These two schools were formally amalgamated in the 1969-1970 school year and became known as Elmwood High School. To date, most of the students from Lord Selkirk School attend Elmwood High School for Grade 7.

In 1974 after 66 years, Lord Selkirk No. 1 was torn down to make way for our present school at 170 Poplar Avenue. The net building cost for the new school in 1974 was \$1,145,100.00 with a square foot cost of \$25.57. The new school floor plan is pictured below.



# **LORD SELKIRK SCHOOL STAFF**

**2023 – 2024**

## **ADMINISTRATION**

Principal Ms. Johnston  
Vice-Principal Ms. Katchanoski

## **CLERICAL STAFF**

Head Secretary Ms. Rempel  
General Office, Library

## **TEACHING STAFF**

Nursery/Kindergarten am, pm	Ms. Murray	Room 1
Nursery/Kindergarten am	Ms. Tien	Room 2
Grade 1	Ms. Gonzales	Room 4
Grade 1	Ms. Stern	Room 7
Grade 2	Ms. Lubarski-Bailey	Room 15
Grade 2,3	Mr. Jaghru	Room 8
Grade 3	Mr. Telford	Room 35
Grade 3,4	Mr. Rodrigues	Room 36
Grade 4	Mr. Kojima	Room 40
Grade 5	Ms. Balkaran	Room 34
Grade 5	Ms. Ladouceur	Room 30
Grade 5,6	Ms. Millar	Room 33
Grade 6	Ms. Boroski	Room 25

## **SPECIALIST TEACHING STAFF**

The Arts, Literacy	Ms. Cook-Dowsett	Multi-Purpose Room
The Arts	Mr. Quanbury	Multi-Purpose Room
Physical Education	Mr. Gurniak	Gym
IERT (N-2)	Mr. Kozarchuk	Room 28
IERT (3-6)	Ms. Atkinson	Room 28
Guidance	Ms. Almeida	Conf Room C
Learning Support	Mr. McMahon	Room 31
Reading Recovery/Lit. Support	Ms. Ottenbreit	Room 31
Literacy Support	Ms. Tien	Room 10

## **HOME/COMMUNITY SUPPORT**

Community Support Worker Ms. Jacobson Room 17

## **EDUCATIONAL ASSISTANT STAFF**

Ms. Bozynski	Ms. Neto
Ms. Cal Ortiz	Ms. Oliveira
Ms. Duplak	Ms. Oseghale
Ms. Hawryluk	Ms. Oseghale
Ms. Hornick	Ms. Sawatzky
Ms. Isaac	Ms. Silva
Ms. James	Ms. Tougas

## **CROSSING GUARDS**

TBD

## **CUSTODIAL STAFF**

Head Caretaker-Days	Mr. Sutherland
Assistant Caretaker-Days	Mr. Tran
Caretaker-Evenings	Mr. Lado
Cleaner-Evenings	Mr. Ortega

## **CLINICAL SUPPORT SERVICES**

School Social Worker:	Ms. Cheshire
Reading Clinician:	Ms. Thiessen
School Psychologist:	Ms. Holt
Speech & Language:	Ms. Bradley
Speech & Language Assistant:	Ms. Britton

# LORD SELKIRK PARENT COUNCIL

*Welcome from your Parent Council for the 2023- 2024 school year. We are excited to begin a new year. Being part of the Parent Council provides us with the opportunity to have a positive influence on our child's school experience and we are always looking for new members. You are welcomed at our monthly meetings.*

Our Purpose?  
What Do we Do?

In partnership with the school, our role is to support the community by creating opportunities for parents and guardians to connect and help strengthen the education of our children by providing information, feedback and resources. We are made up of parents, school staff and others who are committed to the idea that children benefit most from their school experience when families and schools work together in a positive partnership.

Some of our roles include:

- ◆ Ongoing communication with school administration and staff
- ◆ Fundraising activities and supporting the school to obtain funds through grants
- ◆ Oversee the Lunch Program
- ◆ Supporting the Family Room and the activities that connect us all
- ◆ Offering a Babysitting Course for Grade 6 students
- ◆ Keeping parents informed of school division policies and decisions that affect their children
- ◆ Offering community opinion on proposed policies through school meetings and through our District Advisory Committee
- ◆ Contributing to various school activities

You don't need to attend meetings to be involved. We always have areas that need volunteers and we are sure to find something that interests you. Please give us a call at school, 204-667-8495 or LSKParentCouncil@gmail.com.

Ms. Hayden,  
Parent Council President

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## LORD SELKIRK SCHOOL SONG

(produced by songwriter Julie Kyrk with grade 4-6 students: 2014)

We've been the Cougars since 1974  
There's history in the mural, when you look there's so much more  
We've seen many changes looking through the years  
It's made us who we are and the future is here

Lord Selkirk School is where learning is fun  
Lord Selkirk School is a great place for everyone

Reading, Math, Writing and always being Green  
Our friends and our community help us to reach our dreams  
We show Respect, Courage and Humility  
Wisdom, Love, Truth and Responsibility

Lord Selkirk School is where learning is fun  
Lord Selkirk School is a great place for everyone



## PRINCIPAL'S MESSAGE

### *Welcome to Lord Selkirk School*

We are thrilled to have you as part of our amazing school! We welcome you as a member of the Lord Selkirk School cougar family. Our talented and dedicated staff are excited and honoured to have the opportunity to work with your child(ren).

We are proud to be a school in the Winnipeg School Division where research, best practice, teacher pedagogy, inclusion and caring are key factors. Our staff have been busy preparing and you can trust that your child(ren) is(are) in good hands and that their school year will be engaging, challenging, rewarding and joyful. We are looking forward to a great year of learning and growing together.

The attitude towards school that will mean so much in the years ahead is grounded here at the elementary level and families play an important role. With your praise, encouragement and support, your child will become understanding of the importance of school and education.

Please feel welcome to contact your child's teacher, our school office or myself if you have questions or concerns. We believe that open communication is one of the essential elements for student success. We will keep you informed of your child's progress through Student-Led Conferences, reports, phone calls or through meetings that may be necessary. Our monthly newsletter is another way in which our school keeps families informed about what is taking place. It is sent home by School Messenger and posted on our website each month. Student learning and classroom announcements will also be shared through Seesaw.

We invite our families to get involved in the school. Our Community Support Worker has events for caregivers to participate in each month, located in our Family Room. We encourage you to consider volunteering at the school and/or you may be interested in working in the Lunch Program. Our Parent Council is active and we meet once a month. There is always lively discussion and opportunities for you to help out (i.e. ,fundraising).

Your child may initially be a little nervous about a new classroom, new classmates or a new teacher. Please know that these fears are typically short-lived and that we do work to minimize transitions. Coming to our "Meet the Staff" event on the day before school begins is a great way to reduce concerns. If your child is continuing to worry, please let us know.

In closing, I thank you for your support in all that we do! I believe in a strong partnership amongst students, caregivers and school, with the result being a positive impact for all learners.

Yours in learning,

Yours in education,

*A. Johnston*

Principal



# **MISSION STATEMENT**

*Lord Selkirk is committed to providing a safe, sustainable quality learning environment that facilitates academic, social, emotional and physical development of each individual's potential.*

## **MANITOBA EDUCATION, TRAINING and YOUTH 2023 - 2024 PRIORITIES**

### **Overarching Goals**

- ◆ To improve learning and outcomes for all students through responsive and relevant curriculum and learning experiences in safe and inclusive learning environments.
- ◆ To respond to diverse life experiences, engage students, promote wellbeing, support successful transitions, and leverage inter-sectoral partnerships. Focusing on mental health and wellness and the impacts of poverty on learning, this pillar aims to support students, whatever their background, experience, or place of residence, to create safe and supportive learning environments to ensure their future success.
- ◆ To ensure teachers, school staff, and leaders have the knowledge, skills, and tools to support student achievement and well-being.
- ◆ To ensure an equitable, aligned, and effective public education system with a focus on engagement, inclusion, and planning for both provincial and local needs.

### **THE WINNIPEG SCHOOL DIVISION PRIORITIES**

1. Strengthen instructional and assessment strategies for all students using all available resources including the infusion of information and communication technology.
2. To improve academic and behaviour support services for students with special needs (in accordance with the Standards for Student Services.)
3. To strengthen and enhance Education for Sustainable Development initiatives that address environment, social and economic issues world-wide.
4. To further improve school attendance and graduation rates through the exploration of additional programs and strategies.

### **MAJOR OUTCOMES DEVELOPED BY STAFF**

1. Literacy: By the end of June, 2024, 80% of all students will be reading and writing at or above grade level. The workshop model and the Reading and Writing Units will be the school wide approach to teaching literacy.
2. Numeracy: By the end of June 2024, 80% of all students will be at or above grade level in Mathematics.
3. By the end of June 2024, 80% of students will be using proactive strategies to engage in learning and be provided with seeing themselves as healthy and productive Lord Selkirk School community members and global citizens.
4. To help our students achieve the good life by strengthening our collective understanding of Indigenous ways of knowing, doing, and being, so that they can be imbedded into everything we do.

**Our 3 B's  
BE SAFE,  
BE RESPECTFUL  
BE COOPERATIVE**

## SCHOOL DAY

8:50 a.m.	Bell, Students enter the school
9:00 a.m.	Bell, Opening Exercises—Attendance, morning classes begin
10:15 a.m.	Primary Wing Recess
10:30 a.m.	Intermediate Wing Recess
11:30 a.m.	Half-Day Nursery and Kindergarten program students dismiss
12:00 p.m.	Dismissal for Lunch — Grade 1 - 6
12:55 p.m.	Bell, Students enter the school, afternoon classes begin
2:15 p.m.	Primary Wing Recess
2:30 p.m.	Intermediate Wing Recess
3:30 p.m.	School finished for the day-Dismissal for all students



## OFFICE HOURS

Our office is open Monday to Friday from 8:00 a.m. until 4:00 p.m.  
If you are unable to reach us, please leave a message. Messages are checked daily.

Welcome, we are so happy you are here! I have signed in at the office.	
_____	
Date	

## ATTENDANCE

Regular attendance and punctuality contribute to a good learning environment as well as a positive attitude towards educational experiences. We ask for your support in ensuring children arrive to school on time and ready to learn.

Our first bell rings at 8:50 a.m. We request students to line up at their respective door and in their room line. Students are taught where their room line is on the first day of school. If students are new to our school during the year, the teacher ensures that all routines are taught.

Attendance is taken after the playing of our National Anthem; “O Canada” at 9:00 a.m. If students are later than this time they are requested to first sign in at the office before they go to their class and get a welcome slip. This will help us to minimize interruptions since classroom teachers need to submit their attendance by 9:10 a.m. to the office.

A “Call-Back Program” is in place for the safety of your children. Each day all children must be accounted for. If your child is absent or will be late for any reason, please call “Safe Arrival” to inform us. If we have not heard from you, you will be called. Any changes in address, telephone, medical concerns should be reported to the office immediately to ensure our records are kept up to date.

### SAFE ARRIVAL

**PHONE: 1-855-278-4513 or WEBSITE: <https://go.schoolmessenger.ca>**

One of our greatest priorities is ensuring that all our students arrive safely to school each and every day. To enhance our system we now use the automated program, ‘Safe Arrival.’ This system reduces the time it takes to verify student attendance and makes it more convenient for you to report your child’s absence. To assist you in using this system, we give each family a business card containing the toll free number upon registering and then again each September. Please come in or phone us if you require additional cards.

By reporting the absence by 9:00 a.m. on the day of the absence, you will not receive a call. For safety reasons, in the event of an unexplained student absence, the system will communicate with parents in a timely manner.

If you have any questions or concerns, please let us know.

### HOW TO ACCESS:

The Safe Arrival Reporting System allows parents/guardians to report student absences with your phone, or on the web. You may download the app for ease of use.

### BY PHONE

Parents/Guardians can phone the Toll-Free number 1-855-278-4513 to report an absence using the automated phone system.

### BY COMPUTER CONNECTED TO THE INTERNET

Parents/Guardians can log into website (<https://go.schoolmessenger.ca>). The first time you use the website, select Sign Up to create your account. Select Attendance and then Report an Absence.

### BY USING AN APP FOR iPHONE or ANDROID DEVICE

Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.ca>).

The first time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence.

These options are available 24 hours a day, 7 days a week and Future absences can be reported at any time.



## BREAKFAST PROGRAM

We are fortunate to have a Breakfast Program that runs every day of the week from 8:30 - 9:15 a.m. We are sponsored by two of our local churches and the Winnipeg School Division. Grade 1 — 6 students are welcome to attend every morning.



## SCHOOL SAFETY AND DROP OFF

It is important that children do not arrive earlier than 10 minutes before school opening in the morning and after lunch. The playground is unsupervised prior to this time and the danger of student injury or problems is always present. Please help us with this problem by seeing that students do not leave home earlier than necessary.

We ask parents to help their child(ren) safely cross the street. As Poplar and McIntosh are one way streets, vehicles cannot stop without being double parked. This creates congestion and frustration, as well as puts the safety of students at risk. Please ensure that you are parking your vehicle according to traffic rules when dropping off your children.



When the bell rings, students are to line up at their assigned cones on the hardtop, by their designated playground doors. To avoid a potentially dangerous situation, please do not drop off or pick up students in the parking lot. Students who arrive late must sign in at the office and get a welcome slip before they go to their classroom.

## MORNING ANNOUNCEMENTS

The playing of "O Canada" marks the beginning of the school day and all students should be in their classes by this time. Morning announcements follow and are an important aspect of school life as information about the day is shared. We request that if you are in the building or in the office at this time that you stop all activities and remain quiet until after the announcements.



## LEAVING SCHOOL GROUNDS

Once students arrive at school, they must remain on the school grounds at all times. This includes the noon hour for those who are in the lunch program. Students will only be dismissed after their arrival if they are picked up by a parent/guardian or when special arrangements are made with the teacher or at the office.

## SIGN-IN/SIGN-OUT

All visitors to the school are required to sign in and out at the office. Parents/Guardians that may be staying to volunteer in classrooms or to participate in activities in the Family Room must also be signing in and out. Visitors are required to wear a visitor badge so that they can be easily identified as persons permitted to be on school property.

Any student arriving late or being picked up early by a parent/guardian must be signed in or out in the office. This is necessary so that everyone can be accounted for in case of an emergency. We request that when signing students in or out, parents/guardians remain at the office to meet their children.



## DISMISSAL

Adults picking up students must be on the pick-up list. Parents can add individuals by calling the school office. When students are dismissed at the end of the day they are expected to go straight home or to their sitters. Children must go home first before returning to play on the playground. Before going to a friend's place, children must first have their parents permission. Please review this with your child(ren). Each year this happens a few times and it can cause much worry.



## LOST AND FOUND

During the year our "Lost and Found Box" grows and grows. We request that students check the box if there are missing items. We strongly suggest your child's name be placed on labels of clothing, boots, backpacks, etc. so that lost items can be promptly returned. We will display items during Student-Led Conferences. Please note that unclaimed items will be donated to charitable organizations several times throughout the year. The Lost and Found Box is located outside the Nutrition Room.

## FIRE DRILLS, LOCKDOWNS AND EVACUATION PRACTICE

Each school in the Winnipeg School Division follows the division protocol for preparing for school emergencies. During each school year ten fire drill practices, three lockdown practices, three hold and secure practices, two bus evacuation practices and one evacuation practice must be completed. You will be informed about all emergency practices, except fire drills, by letter. This information will also be in our monthly newsletter.

In event of a real emergency evacuation, our relocation building is at the Elmwood Mennonite Brethren Church at 145 Henderson Highway. Once we have arrived there our phone team will begin to phone parents/guardians to let them know the situation and if children need to be picked up.

## ILLNESS AND OR INJURY

If your child becomes ill or injured at school the following procedures are followed:

- A member of the staff will attempt to make contact with the parents/guardians or with the person listed as “emergency contact” on the registration form
- If the parent/guardian can not be reached, the child will be made as comfortable as possible while he/she waits
- If the illness or injury appears serious, the child will be taken to the hospital (by ambulance if necessary)
- Attempts to contact parents/guardians will continue



*Occasionally parents send a note asking us to keep a child in at recess as this child is not well enough to go outside. As we do not have staff to supervise, we discourage children from staying in. Students who are well enough to come to school are required to go outside to have a brief outdoor recess break. If your child is not well enough to go out for recess, please keep him / her at home until he / she is better.*

## STUDENT ACCIDENT INSURANCE

In case of a serious accident or illness requiring emergency treatment, it may be necessary to call an ambulance. Since this cost must be borne by parents, you may want to examine your medical insurance coverage, or consider purchasing student accident coverage.

Applications for Student Accident Insurance come out each fall and are sent home with all students. Please read the brochure carefully. The basic insurance covers ambulance costs and many other benefits including dental damage due to accidents. The insurance coverage is 24 hours per day/365 days per year. Children are covered both during and after school hours.

## REDUCING THE SPREAD OF GERMS AND VIRUSES

The flu season in Manitoba usually begins in the late fall and lasts into the spring. The flu is an infection caused by a virus. It can spread easily from one person to another through coughing, sneezing or sharing food or drinks. You can also get the flu by touching objects contaminated with flu virus and then touching your mouth, eyes or nose.

**Here are some proven ways to help reduce the spread of germs and viruses:**

- **Wash hands:** Wash your hands frequently with soap and running water for at least 15 seconds
- **Elbows:** Cough or sneeze into the inside of the elbow
- **Eyes, nose, and mouth:** Avoid touching your eyes, nose or mouth as germs and viruses can transfer from the hands into the body in this way
- **Safety zone:** Stay at least one meter away from anyone who is sick
- **Please keep children who are sick at home.** Do not send them to school; they should not be around other people until they are better.

## PEANUT SMART SCHOOL

We implement the Winnipeg School Division Nutrition policy and ensure that our children are given instruction in sound nutrition habits and practices. Children may be invited to share in a snack as part of this instruction. Part-time Nursery and Kindergarten children are provided with a daily snack. Parents of older children are welcome to send a healthy snack to school if he / she requires one during the morning or afternoon. *If your child is allergic to any food please let us know.*

We have a number of students in our school that have serious life threatening allergies. We ask that you help us to keep these students safe by making the school as peanut free as possible. *Please avoid sending any foods containing nuts, peanuts or peanut butter with your child for snacks or lunches.*



## SCENT SMART SCHOOL

In an effort to be more respectful to people with environmental sensitivities we request that people in our school refrain from wearing any scented perfumes, colognes, etc. Wearing strongly scented products could result in a medical emergency for some students and staff.

## BICYCLES AND SCOOTERS

Older students who wish to ride their bicycles and scooters to school are permitted to do so. Reasonable rules of behaviour are in effect in order to ensure safety:

- Bicycles and scooters must be walked at crosswalks and where patrols are located
- Bicycles and scooters are not to be brought into the playground
- Bicycles must be locked up at the front or side bike rack; Scooters may be kept in the classroom with prior approval from the teacher.

Please note that the school is not responsible for damaged or stolen bikes or scooters.



## PHONES

We ask that parents not call and request to speak with students during the school day unless it is an emergency. We make it a priority to get messages to students if needed.

Cell phones may only be used outside of school hours. **We recommend that students not bring phones to school.** Cell phones will be taken away if they are used during class time and returned at a dismissal time (lunch or after school).

## ELECTRONICS AND TOYS AT SCHOOL

Excepting special “sharing” occasions, students are not to bring any electronics or toys to school. From past experience they often cause problems ranging from loss, breakage, misunderstandings, thefts, etc.

Articles such as toy guns, knives, golf balls, slingshots, or other “weapon-like” toys, etc. will be confiscated and returned to parents upon parent request. Students who bring weapon-like toys to school may be given an in-school suspension.

The staff/school assumes no responsibility for lost, broken and/or stolen items and have the right to confiscate any of the above items when they interfere with our school expectations.



## CHILD CUSTODY

In most cases, when parents are divorced, both mother and father continue to have equal rights where their children are concerned. Please let us know if two report cards or interview times are required or if there are any special arrangements that we should know about. We are happy to accommodate.

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

## IN-SERVICE DAYS

Throughout the year there will be Non-Instructional days due to professional development training for teachers, student-led conferences, administration days, etc. You will be notified of these dates in advance, and they will be posted in the school newsletter. We suggest that whenever possible, dental and medical appointments be scheduled on these days.

## NURSERY AND KINDERGARTEN PROGRAMS

We offer half day Nursery and Kindergarten programs. Parents can request either a morning or afternoon class. Morning and afternoon classes are 2.5 hours long. The morning program runs from 9:00 a.m. until 11:30 a.m. and the afternoon program runs from 1:00 p.m. until 3:30 p.m.

To be eligible for Nursery, children must have their fourth birthday on or before December 31. To be eligible for Kindergarten, children must turn five on or before December 31. There is no cost for this programming but Nursery families must reside in the Winnipeg School Division catchment area.



## DAY CARE

Parents wishing for child care for Pre-schoolers, Nursery or Kindergarten children should contact the Child Day Care Office at 945-0286 or our local “Elmwood Day Nursery” at (204) 668-4009.

“Poplar Avenue Kids Care” is an independently operated, government licensed, before and after school daycare operating within the school’s facilities. They offer quality child care and a stimulating program for families. Provincially subsidized spaces are available for qualifying families by pre-arrangement. For further information call Mr. Purpur at Poplar Avenue Kids Care directly at (204) 663-9767.



## APPROPRIATE DRESS

We have appropriate dress expectations for staff and students. How students wear clothing is a statement of mutual respect for one another and for our school as a whole. We request that students remove headwear/hats when they enter the building and not to wear clothing that exposes mid-riffs or undergarments. Clothing with offensive language or signage is not permitted. We also encourage all adults that enter our building to remove their hats to support us in our teachings. We thank you for your support in this.

## BIRTHDAY PARTY INVITATIONS

The staff attempts to acknowledge the birthdays of all students and wishes them the very best during their special day. It can be awkward for some students when invitations are delivered at school. We ask that you be discreet about delivering invitations at school and to do so through the classroom teacher. This may help to avoid hurt feelings amongst students.



## OUTDOOR RECESS

All students are expected to go outside for all recess breaks unless weather is rainy or too cold. During the colder months, an indoor recess is called when it is  $-28^{\circ}\text{C}$ . or colder. The temperature we use to determine this is from the Environment Canada location at the Forks as per Winnipeg School Division guidelines.



## LUNCH PROGRAM

The Lord Selkirk Lunch program is operated under the direction of the Parent Council. Please note the lunch program operates on a non-profit basis, however there is a charge to cover the cost of supervision for each student. Applications are available in the office and can be sent home by request. If you require further information, please contact the school and leave a message for the lunch program coordinator, Ruqia Sharif.

Parents who have children in this program are asked to direct all questions and concerns directly to the Lunch Program Supervisors, not the school staff.



## LITTERLESS LUNCHES

As part of our ongoing sustainability initiatives in the school, we encourage students to bring litterless lunches. Some of the ways this can be done is by using a thermos, reusable water bottles and drink containers, reusable food containers and bags, cloth napkins and reusable utensils. Avoid pre-packaged, foil and plastic-wrapped items. There are recycling receptacles placed throughout the school for pop cans, milk boxes, plastic bottles, juice boxes, etc., and there are compost collection bins located in the lunchroom as well as each classroom for food scraps.



## FIELD TRIPS

Various Field Trip experiences are provided each year as a supplement to the school program. Parents will be notified in advance of all Field Trips requiring students to leave the school property. Permission slips and related fees (if any) are required before he/she can attend such events. The consent form gives your authorization for your child to participate. All field trips are under the supervision of at least one teacher.



## IMMUNIZATIONS

Each year students in grade 6 have the opportunity to receive immunizations. Grade 6 students are eligible to receive the HPV immunization program which will occur in 3 doses.

Further information will be coming in October.

If you would like to speak with our School Nurse about these immunizations, please call Ms. Arbez-Koga at Winnipeg Regional Health Authority, 431-277-5560.



## MEDICATION AT SCHOOL

Upon registering at Lord Selkirk School you are asked to fill out a form concerning any health concerns. We utilize the URIS (Unified Referral and Intake System). When this is activated the URIS nurse will be calling you so that an Individual Health Care Plan can be put into place. We work closely with our nurse to ensure health care needs are managed and staff are trained.

For temporary medication administration needs (prescription or over the counter), please speak to the office staff. The school guidance counselor will support you through the straightforward process.

## SCHOOL PATROLS

Being a school patrol is a privilege and responsibility. Trained patrols provide safe crossing for children in all types of weather. These students volunteer their own time before and after school.

Patrols are on duty from:

8:40 a.m. to 8:55 a.m.  
11:50 a.m. to 12:10 p.m.  
12:40 p.m. to 1:00 p.m.  
3:25 p.m. to 3:40 p.m.



In order that children get assistance in crossing our busy streets we urge parents not to send children to school before patrols go on duty. In order that children make their way safely to and from school it is important that all students cooperate fully with patrols. Our school community extends sincere thanks to parents who allow their son/daughter to serve as a patrol.

Patrol cold weather guidelines are as follows:

-17° to -29° C — regular patrol duty  
-30° to -34° C — shortened patrol duty  
-35° C and colder — patrols cancelled (parents please assist your children in getting to and from school)

## CLASS PLACEMENT

Each spring we spend considerable meeting time to determine class placements for the new school year. We work on the premise of creating balanced classrooms. Academic ability, behavioural/emotional needs, student leadership, learning and teaching styles, interests are but a few of the qualities that are discussed and taken into consideration. Parental requests for student placement must be put into writing and directed to the school Principal. Please note that this not a guarantee that the child will be placed where a parent has requested but know we will take the request seriously.

## CONFLICT MANAGERS

The Conflict Manager program at Lord Selkirk is designed to teach students the skills needed for resolving conflict in a positive way. The participants will have the opportunity to practice and perfect these skills in a natural and supervised setting by helping younger students solve conflicts during recess.

The following are the guidelines of the program:

- Talking to the Conflict Managers is a student's choice. If the students decide to accept help from Conflict Managers, they must agree to work hard to solve the problem
- Conflict Managers are helpers, not police officers. If there is physical fighting, Conflict Managers do not get involved.
- The Conflict Managers job is not to solve problems for other students, but to help those students think of ways to solve problems for themselves
- Conflict Managers, after they have been trained, have the responsibility to act as role models for other students

## LEADERSHIP PROGRAMMING

All students in Grades 4 to 6 are encouraged to become involved in leadership activities. These activities may be for a short time or for the school year, for example Patrols or Conflict Managers. All these activities develop and encourage confidence, decision making skills, new friendships, helpfulness, flexibility, creativity, commitment, passion, new skills, and of course fun! Our staff volunteer their time at recess, lunch time and before and after-school to ensure there are many opportunities for students to become involved in school life.

Besides Patrols and Conflict Managers look for the EAT (Environmental Activist Team) Group, Recreation Leaders, Library Helpers, Announcement Helpers, Office Phone Helpers, Student Council, etc.



## GRADE 4-6 RECOGNITION ASSEMBLY

Each June a Recognition Assembly is held for all grade 4-6 students so that all of the co-curricular activities/clubs and sports groups can be recognized. Certificates are presented to all of the students who have been participants in groups and clubs throughout the year. It is a fun assembly and it is encouraging for many of our younger students who can see all of the great clubs and activities that they can join in the next couple of years.

## GRADE 6 CAMP

Each year in June, our Grade 6 students attend a 3 day, 2 night camp in June. This is a fabulous experience that links with our outdoor education curricular mandate. Activities are designed to lead students to lifelong fitness and to emotional and mental well-being through teaching and learning about healthy lifestyles. Camp Stephens is located in "Lake of the Woods" near Kenora, Ontario and is accessed by boat. Camp Stephens has a great website if you would like to check it out. We are hopeful we can attend this school year.



## GRADE 6 FAREWELL

Grade 6 Farewell is a special assembly at the end of June for our grade 6 students. Families are invited to attend as well as our Grade 5 students in anticipation of the their final year. Many words of wisdom are passed on to the students as they reach this milestone as well as entertainment and the receiving of certificates. After the assembly, cake and refreshments are served. There is also an opportunity for photo booth pictures which comes with funny props for students to wear for the camera. The assembly is typically in the morning at 10:30 a.m. and we are finished by noon. For the afternoon a special activity will be planned to celebrate.

## SCHOOL LIFE

Schools are compelled to follow Manitoba Department of Education Curriculum Guidelines in structuring the school day. All subjects are taught by the classroom teachers except Physical Education and Arts programming. The following subjects are included in the school curriculum:

- Language Arts
- Math
- Science
- Social Studies
- Health, Safety & Nutrition
- Physical Education
- Music
- Visual Art
- Drama
- Dance



All teacher will provide you with an overview during "Meet the Staff" event. We encourage you to take a closer look by going to the government website: "My Child in School", a resource for parents in Manitoba  
<https://www.edu.gov.mb.ca/K12/mychild/index.html>

## PHYSICAL EDUCATION

In Physical Education classes, emphasis is on interpersonal relationship skills, fair play, a combination of cooperation and competition and skill development.

### *Classroom Program*

Students participate in a wide variety of indoor and outdoor activities, gymnastics, dance/creative movement, team/individual sports and “low-organized” games. There may be occasions when the class leaves the school, supervised by the teacher, to participate in special activities such as sledding or skating. The emphasis is on participation and cooperation. Students are evaluated on skill level, participation, attitude and fair play.

For reasons of safety and hygiene we would like to have students abide by the following:

- All students are required to have a pair of non-marking runners for physical education
- Students in Grades 4-6 should have a change of clothing for each physical education class. The clothing should be placed in a plastic bag or sack and left in the school. Please remind your child to bring their clothes home regularly for laundering purposes. Students require sweatpants (or shorts), T-shirt and runners

### *Intramurals*

Students in grades 3-6 have an opportunity to be involved in intramurals each week during the school year. Students in these grades will have opportunities to participate throughout the year. The activities include volleyball, basketball, soccer, floor hockey, handball, baseball, badminton. Please check the newsletter for more information.

### *Sports*

Each year there are a variety of sports that grade 5 and 6 students can be involved in. Students are informed in class and can sign up. Practices are typically at lunch and after school. Each sport runs from between 4 and 6 weeks. Some of the sports being offered are: co-ed volleyball, basketball, softball, soccer, etc.

## ARTS

The Arts Program at Lord Selkirk promotes the enjoyment and appreciation of Music, Drama and Dance through a broad range of activities and mediums. These activities include singing, reciting, playing, listening, observing, movement, game play, research, creativity and performance. Students in Grades 4-6 will have the opportunity to play the **Steel Pans** from January until Spring Break. Our focus is primarily on Percussion instruments, however Stringed instruments, such as the Ukelele will be explored with the younger grades.

From April until June, students will be dancing in The Arts, which means they will need to be dressed to move. For students in Grade 4-6 the expectation is that they will change into their Phys. Ed. clothes. Proper footwear (runners) will be required for all students Grade 1 to 6.

Throughout the year, students may have the opportunity to participate in various performances including the Winter Concert, Steel Pan Showcase, Dance Showcase, Talent Show, Grade 6 Farewell and other special events.

*“The Arts, it has been said, cannot change the world, but they may change human beings who might change the world”*  
Maxine Greene

## TECHNOLOGY

Technology in the form of iPads and Chromebooks are available in all classrooms to enhance and support student learning. Internet safety is taught and students’ use of technology is supervised. Students will showcase some of their learning on Seesaw.

In the Winnipeg School Division there is a focus on teaching students to become literate with and to apply ICT skills as part of their learning process. Literacy with Information and Communication Technology (ICT) means choosing and using ICT responsibly and ethically, to support critical and creative thinking about information and about communication as citizens of the global community. Students can develop this literacy through a process of inquiry made up of: planning and questioning, gathering and making sense, producing to show understanding, communicating, and reflecting on their learning. ICT is not a separate subject and the continuum of Literacy with ICT is designed to be congruent and integrated with existing big ideas in core curricular areas. The infusion of technology occurs in all subject areas and grade levels.

Students have access to a number of programs that reinforce basic math, language arts, social studies, and science skills.

## LIBRARY

The Library serves as the core of an active learning program, dedicated to student inquiry, investigation and research. Students are taught to effectively locate, comprehend, analyze, question and communicate ideas and information in the pursuit of independent life-long learning: encourage literacy and cultural appreciation; nurture creativity; and promote the enjoyment of the wealth of their literary endowment.

## FAMILY ROOM

Our Family Room is located in Room 17 and is run by our Community Support Worker. The room is open daily from 9:00 a.m. until 3:30 p.m. and closed during the noon hour. This is a great place to meet other parents, make crafts, cooking and baking experiences, have fun with your pre-schooler, register to volunteer, attend workshops, access information about community resources, and more. We invite you to come on by for a cup of coffee and visit anytime.



## SCHOOL NEWSLETTER AND COMMUNICATION

Our school newsletter is published on the first day of each month. It is emailed directly to parents and posted on Seesaw and the school's website. It contains the most recent news and updates to the calendar, so we ask that you read it regularly. It is the hope that the monthly newsletters and the website will provide families with all of the information needed to keep informed about school activities. If families require more information, please do not hesitate to call or stop by the office to ask.

If concerns arise, school division protocol directs parents to contact the child's teacher first and if any concerns still exist then to contact the school's administration. If the concern is still unresolved the parent can then contact the school's director at the Superintendent's Department.

## SUPPORT TEAM

Each student's continuous progress is closely monitored throughout the school year. For different reasons, some children may experience learning difficulties in the classroom. Whenever this occurs the teacher in their regularly scheduled resource meetings will refer the child to the Inclusion Education Resource Teacher. Additional help in these areas of need may be provided on an individual basis or in a small group. Assistance may be given for a short time or it may extend over the entire year, depending on each child's needs. The resource teacher will provide the classroom teacher with resources, materials and strategies to support children during classroom instruction.

## CLINICAL SUPPORT SERVICES

WSD Clinical Support Services offers specialized services to schools in The Winnipeg School Division. At Lord Selkirk School, the clinic and school staff work together in order to best help children with educational needs.

The clinic provides us with:

- a) *A Reading Clinician*: who operates as a resource for teachers and parents of children who have difficulty with literacy development. Diagnostic assessment and instruction, consulting and in-servicing may be provided.
- b) *A Speech Language Pathologist*: who works with teachers, families and students who have speech, language, hearing stuttering and voice problems. Assessment, consultation and collaboration with teachers, home programs for parents as well as direct therapy can be provided.
- c) *A Social Worker*: who works together with the school staff, the family home and the child when there are social emotional needs
- d) *A School Psychologist*: who is able to assist in diagnosing and planning for academic and social emotional needs

## GUIDANCE

The school guidance counselor provides services to help all students realize their full potential regardless of their challenges. The role of the counselor is to facilitate the educational, personal, social and emotional development of students. The school counselor provides education, guidance and counselling to students through collaborative approaches that include direct instruction, co-teaching, small group and individual counselling.

## DISCIPLINE

We are a PBIS school. This means that we use positive behavior interventions and supports to maintain consistent school wide expectations. Our guiding principles are as follows:

- Our entire discipline process is designed to be an instrument of success & inclusion
- We are clear about behavioral expectations and what success looks like.
- Be fair, reasonable, and consistent with responses and/or consequences. (Fair is NOT always Equal)
- We pre-correct for anticipated behaviors and/or rule violations.
- We respect the uniqueness of each student, each incident, and each set of circumstances.

You may note around our school we have signage that shares school expectations for behavior in that area. These “common area” expectations are taught and reviewed many times each year. Our school expectations are simply, Be Safe, Be Respectful, Be Cooperative. You may hear them referred to as the 3 B’s. Each classroom also develops their own “Classroom Treaty” within the first two weeks of school. Each month we have school wide skill of the month to focus on developing s specific skill. These are showcased by each classroom and can be anything from “sharing to saying thank you to helping someone who is in need.” Look for the skill each month in the newsletter. Discipline problems are tracked each month and reported to staff by the Safe and Caring School team. If we note an area in our school is having issues we can easily be proactive and look to positive solutions to the problem. For example: better staff coverage in that area. If you would like to learn more about PBIS, please talk to us. We are happy to share.

## GOOD BEDTIME ROUTINES HELP CHILDREN BE READY FOR SCHOOL

**Routine, routine, routine!** Kids love it, they thrive on it, and it works. Routines set expectations and help train behavior; a nightly bedtime routine helps your child learn to be sleepy. The structure of bedtime routines also associates the bedroom with good feelings and provides a sense of security and control. Routines can take the stress out of bedtime and help make it a special time, especially if you have more than one child. This is a time to wind down. Calming activities, like taking a bath or reading a story is a great bedtime routine. Keep TVs, electronics, and the like out of the bedroom; they can keep your child up later. Let your child know what the routine is, including the time limits involved, and stick to them. It is often very helpful to give notice that time is almost up, like, " Just 3 more pages.”

3 – 6 years	6:00 – 8:00	Your child will likely drop the afternoon nap. Once your child is no longer napping, he will need an extra hour of sleep at night, so adjust bedtime accordingly.
7 – 12 years	7:30 – 9:00	School age children are still experiencing enormous growth, are very active, and require a lot of sleep. Adequate sleep helps with school performance, behavior, attention, memory, and more.
Teenagers	See note	Many teens need to be up early for school. Count backwards from wake time to find the bedtime that ensures they are getting enough sleep. Keep in mind it takes kids an average of 15 minutes to fall asleep, and likely more if they have a lot on their minds.



## VOLUNTEER PROGRAM

A great way to learn about your child’s school is by becoming a volunteer. Volunteers are an important part of the school and its programs, as well as binding the community and school together. Some of the areas in which you can get involved in are: the Library, Breakfast Program, Resource, Classrooms, Field Trips, and Parent Council. A reception is held annually to express our appreciation for all the contributions made by the volunteers. If you are interested in joining our volunteer team, please see our Community Support Worker in the Family Room.



## PROCEDURES FOR SCREENING NEW VOLUNTEERS

The following are the specific steps in the process of authorizing volunteers for placement in the Winnipeg School Division. These procedures will apply to all volunteers who will be working with children in our schools or in school sponsored activities. Volunteers can be found throughout the school and may participate in the following programs or positions: **Classroom Assistant, Breakfast Program, Parent Council, Driver, Fun Lunches, Field Trips, Library Helpers, Special Events, After School Programs, etc.** The policy is as follows:

### Parent and Grandparent Volunteers

**Parent/Grandparent Volunteers** are defined as a parent or grandparent of a child attending a school within the Winnipeg School Division (i.e. parents, grandparents, foster parents or legal guardians).

1. Complete the Volunteer Registration Form and Application for Child Abuse Registry Check. Child Abuse Registry Check **MUST BE SIGNED by the School Staff Member** who verified your identification. **Signature is required on: Page 2, Section A-4: "Signature of Applicant staff who verified Subject's identification"**.
2. If submitting a photocopy of a processed Child Abuse Registry Check, a School Staff Member must see the **original form** in order to make a valid copy. Please write "**COPY OF ORIGINAL** along with the **Date and School Staff Signature** on the photocopy.
3. We will forward all completed paperwork to Volunteer Services
4. Due to the delay in receiving Child Abuse Registry Check Results (up to 8 weeks), you may be placed on a probationary basis until such time as the documentation is received.

### Community Volunteers

**Community Volunteers** are defined as anyone who is a member of the community who does not have a child/grandchild attending a school within the Winnipeg School Division (i.e. friend or relative such as aunt, uncle, sibling, WSD students who are 18 years of age or older, etc.). It is Division policy that **ALL Community Volunteers** are required to provide a Police Information/Vulnerable Sector Check (formerly known as Criminal Record Search) and Child Abuse Registry Check which have been completed within the previous **three months** prior to commencement of their volunteer placement. In order to ensure the community volunteer's record checks are valid and current and all paperwork is completed appropriately, **ALL Community Volunteers** must contact either Carmen Court or Erin Herkimer, Division Coordinators of Volunteer Services, at 204-453-1748.

## PROCEDURES FOR RENEWING VOLUNTEERS

**ALL Active Parent/Grandparent Volunteers** must complete a Volunteer Services Renewal Form and Application for Child Abuse Registry Check every **three years**. Please follow the steps above.

**ALL Active Community Volunteers** must complete a Volunteer Services Renewal Form and provide a Child Abuse Registry Check and Police Information/Vulnerable Sector Check every **three years**. You must contact one of the Division Coordinators of Volunteer Services to complete renewal.

**ALL Active Volunteer Coaches** must complete a Volunteer Services Renewal Form and provide a Child Abuse Registry Check and Police Information/Vulnerable Sector Check every **three years**. You must contact one of the Division Coordinators of Volunteer Services to complete renewal.

**Please see our Community Support Worker, Mandi Jacobson, for the required forms and assistance.**

**ONCE ACCEPTED, ALL VOLUNTEERS ARE REQUIRED TO SIGN IN AT THE OFFICE AND WEAR A VOLUNTEER ID BADGE.**

# YEAR AT A GLANCE 2023-2024

<b>September 5</b>	<b>NO SCHOOL</b> – Admin. Day
September 6	First Day for Gr.1-6 students, N/K interviews – all day
September 7-8	N/K staggered start
September 11	Nursery & Kindergarten begin full days
September 15	Terry Fox Run
September 26	Welcome to Kindergarten, 5:00 – 6:30 p.m.
September 27	Lockdown Practice #1
September 29	Orange Shirt Day
<b>October 3</b>	<b>NO SCHOOL</b> – P.D. Day
October 6	Picture Day, 9:10 a.m.
<b>October 9</b>	<b>NO SCHOOL</b> – Thanksgiving
October 18	Grade 6 Immunizations , p.m.
<b>October 20</b>	<b>NO SCHOOL</b> – MTS P.D. Day
October 31	Halloween Parade p.m.
November 6	Picture Retakes
November 10	Remembrance Day Assembly, 11:00 a.m.
<b>November 17</b>	<b>NO SCHOOL</b> – P.D. Day (Academic)
November 21-23	Hearing Screenings
November 28	Report Cards Sent Home
November 30	Student – Led Conferences, 4:00 – 8:00 p.m.
<b>December 1</b>	<b>NO SCHOOL</b> – Admin. Day
December 18-22	Spirit Week
December 19	Gr. 3 – 6 Winter Concert, 6:00 – 7:00 p.m.
December 20	N – Gr. 2 Winter Concert, 6:00 – 7:00 p.m.
December 22	Last day of classes before Winter Break – Enjoy!
January 8	School reopens – Welcome Back!
January 15-19	Mobile Vision Clinic
<b>January 22</b>	<b>NO SCHOOL</b> – P.D. Day
<b>February 2</b>	<b>NO SCHOOL</b> – P.D. Day
February 14	Valentine Parties, p.m.
<b>February 19</b>	<b>NO SCHOOL</b> – Louis Riel Day
March 1	Winter Fun Day
March 12	Report Cards Sent Home
March 14	Student – Led Conferences, 4:00 – 8:00 p.m.
<b>March 15</b>	<b>NO SCHOOL</b> – Admin. Day
March 18-22	Spirit Week
March 20	Grade 4-6 Music Showcase 2:00 p.m.
March 22	Last day of classes before Spring Break – Happy Break!
April 1	School reopens – Welcome Back!
April 12	International Day of Pink
<b>April 19</b>	<b>NO SCHOOL</b> – P.D. Day
<b>May 3</b>	<b>NO SCHOOL</b> – Admin. Day
<b>May 20</b>	<b>NO SCHOOL</b> – Victoria Day
June 18	Roots & Shoots Celebration, Grade 1 – 6 Dance Showcase and Community BBQ, 4:00 p.m.
June 19	Grade 4 – 6 Recognition Assembly, 10 a.m.
June 21	Water Fun Day
June 25	Grade 6 Farewell, 10:30 a.m.
June 25	Report Cards Sent Home
June 24-28	Spirit Week
June 27	Farewell Assembly 9:30 a.m.
June 28	Last Day of Classes –11:30 a.m. Dismissal for students.



# Lord Selkirk School



WINNIPEG SCHOOL DIVISION