



# Chief Tomat Elementary School Parent Handbook

Welcome to the 2018-2019 school year at Chief Tomat Elementary School. Home and school are partners in the education of your child and we look forward to working with you. Parental participation and involvement in a child's education contribute greatly to a child's success at school. Thank you for being actively involved in your child's academic and social development by:

- Reading and writing with your child
- Sharing in the enjoyment of your child's interests
- Becoming familiar with your child's educational program and activities
- Attending meetings and conferences
- Speaking positively about school with your child
- Modeling enthusiasm for learning by being a life-long learner yourself
- Keeping yourself informed by communicating frequently with your child's teacher and visiting the school website: <http://www.cte.sd23.bc.ca>

Should you have questions that are not addressed by the contents of this document, please do not hesitate to contact the school at 250-768-6628.

Sincerely,

Kevin Auclair  
Principal  
Chief Tomat Elementary School



# Chief Tomat Elementary School Parent Handbook

## Table of Contents

School Goals	2
Home/School Communication	2
Student Absences	3
Late for School/Early Pick Up (Signing in/Signing Out)	3
Extended Student Absence	4
Medical Alert	4
Lunchtime	4
School Volunteers	4
Lost and Found	5
Dress Code	5
Parent Advisory Council	5
Traffic Safety	6
Healthy Schools Initiative	6
School Fees	7



# Chief Tomat Elementary School Parent Handbook

## School Goals

Goal 1: Decrease the number of students identified by the primary screener as 'at-risk' in reading at the end of grade 3 to less than 10%.

Goal 2: Increase the number of students meeting or exceeding expectations to 90% according to their report card marks in math.

## Home/School Communication

Clear and open communication between home and school is vital in creating a positive learning environment for your child. Effective home/school communication is very important during a child's education. There are many ways that the school will communicate to parents: monthly newsletters, parent/teacher conferences, report cards, notes in agenda/planner, email, and phone calls.

Our monthly newsletter is emailed to parent with a valid email address on file at the school Office in the first week of every month. Copies of these are also posted on our school website (click on Documents/Publications): <http://www.cte.sd23.bc.ca/>.

Parent-Teacher conferences are scheduled twice during the school year. The purpose of the conference is to share important information about each child's progress and to set goals for the future. Although conferences are formally scheduled twice during the year, parents may contact the teacher at any time to set up a meeting to discuss student progress, behaviour, or other concerns.

Report cards are issued three times during the year. The report card is intended to give a snapshot of student progress, highlight areas of strength and/or growth, and suggest ways to support the child's learning.

Below are a few suggestions to help parents stay informed of their child's progress:

1. Frequent communication between you and your child's teacher is the best way to be informed of your child's academic and social development. Parents are welcome to initiate this communication at any time via a phone call, an email, or written note. Communication could be informally as you pick up your child at the end of the day, or more formal by requesting a meeting with your child's teacher.
2. Your child's teacher may also send home information regarding upcoming events, field trips, hot lunch program, parent/teacher/student conferences, etc. Please check your child's backpack to ensure such notices and relevant due dates are not missed or overlooked.



# Chief Tomat Elementary School

## Parent Handbook

3. If there is a concern from a teacher regarding your child, the teacher may, depending on the nature of the concern, send home a note, email you, or phone home. To ensure timely communication it is important for the school to have current contact information for each student. Please update contact information with Office staff should it change during the school year.

Regardless of who initiates contact, the sooner a concern is brought forward the sooner it can be addressed and resolved. The best way to resolve the concern is at the school level – this is always the first step to resolution as you are having discussions to problem-solve with those directly involved.

- If you have a concern about school programs or something that is happening in the classroom, please contact your child’s teacher at 250-768-6628
- If you are not able to resolve the concern at that level, please contact the school Principal, Mr. Kevin Auclair, at 250-768-6628 or make an appointment to discuss the concern.
- If a satisfactory resolution is not found at the school level, a parent may call the school board office at 250-860-8888 and speak to our school’s Assistant Superintendent, Dr. Rick Oliver. Additional information can be found on the School District Website: [http://www.sd23.bc.ca/ParentInformation/Parent\\_Student\\_Appeals.pdf](http://www.sd23.bc.ca/ParentInformation/Parent_Student_Appeals.pdf)

### Student Absences

1. Please contact the school if your child will be absent from school.
2. If your child is absent and the school has not been informed, the school will attempt to contact home.
3. There is a hospital home bound program for students absent for 10 days or longer because of physical, social, or emotional causes. Our school makes referrals to Central School for this service. Please contact the school principal for further information.

### Late for School/Early Pick Up (Signing in/Signing Out)

1. If your child is late for school please ensure they sign in at the office.
2. If your child is leaving school before regular dismissal please ensure that your child is signed out at the office.



# Chief Tomat Elementary School Parent Handbook

## Extended Student Absence (Family Plans)

Sometimes parents need to take their child out of school for an extended period of time. Usually, this is for reasons associated with family vacation plans or family business. We understand that your child may have other cultural and travel experiences that contribute to their overall development. Difficulties can arise when parents wish to be reassured that their child will not be “behind” or “miss anything” while away from school. If your child misses school for any period of time, he or she will miss lessons, the context of the classroom discussions, as well as the classroom activities that cannot be duplicated through worksheets or workbooks.

We are not in a position to provide assignments for students prior to extended absences due to family plans. Upon the student’s return, teachers will do their best to help students get “caught up” by providing missed assignments.

## Medical Alert

If your child has allergies, asthma, requires medication while at school, or has any other medical condition, please inform the child’s teacher and the office. School District Staff does not dispense medication (prescription or non-prescription) without special authorization. If medication is to be administered by School District staff, there are specific forms that need to be completed on an annual basis.

## Lunchtime

Chief Tomat Elementary School follows a "play first - eat after" lunchtime schedule. Students are dismissed to play outside at the beginning of lunchtime. Students re-enter the school at approximately 11:40 am to eat their lunches.

Chief Tomat Elementary School has adult Student Supervisors who monitor students throughout lunch. The student Code of Conduct applies throughout lunch and students are expected to follow the directions of the Noon Hour Supervisors.

## School Volunteers & Guests

The Board of School Trustees, after consultation with community partners, established a policy for volunteers in schools. This policy clarifies issues of recruitment, the role of the principal, and liability issues for volunteers. School District #23’s Volunteer Handbook is available at:

<http://www.sd23.bc.ca/Volunteers/>

Volunteer opportunities include volunteering with small groups or individual students, assisting students with special projects, providing a positive adult contact for a student, making visual



# Chief Tomat Elementary School Parent Handbook

aids and materials, and assisting with organizational tasks. Individuals wishing to volunteer services to help students must contact the school principal who is responsible for:

- Ensuring that all volunteers are advised that they will be required to submit to a criminal record check;
- Providing for the safety of students in the care of volunteers;
- Monitoring the activities of the volunteers;
- Effecting the appropriate provisions of the collective agreements.

This policy is designed to provide both clarity of role and an additional safety check for those adults who work with our most precious resource. Additionally, as the Board is interested in expanding and strengthening the activities of volunteers in the schools, all criminal record checks will be conducted at Board expense.

If you plan to volunteer please obtain a criminal record check form at the office. If you plan to drive students for athletic events, field trips, clubs, etc. additional documentation needs to be completed and submitted to the office a week prior to the event. Volunteers must check in at the Office prior to volunteering to pick-up a wearable Volunteer tag.

## Lost and Found

- Students are strongly encouraged to clearly identify personal property.
- Students are strongly discouraged from bringing toys and electronic devices to school. It is often impossible to recover/replace these types of items should they go missing or get broken.
- Our school has a “Lost and Found” box in the lower hallway towards the gym. Parents and students are encouraged to look there if they are trying to locate missing clothing or footwear. Some smaller found items (eg. Keys) are stored at the Office. Please ask at the office for these types of items.
- Unclaimed items are donated to charity prior to Winter, Spring & Summer Breaks.

## Dress Code

- Chief Tomat Elementary School students are expected to dress appropriately for school. Muscle shirts, halter tops, short shorts, bare midriffs, and clothing with suggestive/offensive words and pictures, alcohol or drug advertising are not acceptable.
- Students are strongly encouraged to have a pair of “indoor” shoes for school (especially when it is wet or snowy outside.)
- Parents are asked to ensure their child has appropriate clothing for the weather.
- Please help us to remind your children wear footwear at all times, in case of an



# Chief Tomat Elementary School Parent Handbook

emergency evacuation or other unexpected activity. Bare feet (or socks only) are not acceptable for safety reasons.



# Chief Tomat Elementary School Parent Handbook

## Parent Advisory Council

All parents / guardians of students at Chief Tomat Elementary School are members of the Parent Advisory Council (PAC). According to the BC Government, “The PAC is the legislated parent voice at the school level advising on any matter relevant to the school. The PAC represents the collective view of parents of children in the school.” At Chief Tomat Elementary School, the PAC sends notices and other communications to help parents stay informed. The CTE PAC also has a Facebook page which you may with the Like/Follow. All parents are invited to attend monthly meetings, check the PAC bulletin board, and the school website to find out more about ways to become involved.

## Traffic Safety (Student Drop-Off and Pick-Up)

To ensure the safety of the member of our school community please be cautious as you drive on the streets near our school. Following these simple guidelines will help:

- Be aware that SD23 busses and pre-approved daycare busses use the “loop” in front of the main entrance to the school. Please do not park and leave your vehicle unattended in this area. Drive slowly and be aware of your surroundings as you drive through.
- Drop-off students so they do not need to cross East Boundary Road. There is an extensive sidewalk that is below to the school field. Dropping off students along this sidewalk ensures students do not need to cross a major thoroughfare to get to school.
- Peak times can be avoided by dropping off a few minutes earlier and picking up a few minutes later than the "crowd".
- The parking lot is reserved for SD23 Staff. This is not a Drop-Off/Pick-Up area for parents or others who provide transportation for CTE students.

## Healthy Schools Initiative

The Central Okanagan School District has developed a Health Promoting Schools Policy which is available at <http://www.sd23.bc.ca/HealthPromotingSchools/>

This policy emphasizes several key components:

- Students making health-enhancing choices and avoiding behaviours that damage health and well-being
- Maintaining a school environment that is safe and healthy for students and staff and which nurtures learning, achievement and growth of character
- Partnerships between administration, school staff, students, parents, community and the health sector promote health-promoting schools
- Every school strives to provide an environment of care and respect, promote



# Chief Tomat Elementary School Parent Handbook

relationships and a sense of belonging.



# Chief Tomat Elementary School Parent Handbook

## School Fees

School supplies are provided to students by the school. These supplies are ordered in bulk by the School District allowing students to receive necessary supplies at a lesser cost. Our School District also arranges 3-4 cultural performances a year. This program brings in artists and performers from around Canada to each school in the district.

School Supplies Fee per student: \$30.00

Cultural Performance Fee per student: \$10.00

Total: \$40.00

Please ensure school fees are paid by the end of September. If payment at that time, please contact the school Principal, Mr. Auclair, to make alternate arrangements for deferred payment.