

Chief Tomat Elementary School Family Handbook

2025-2026



3365 East Boundary Road

West Kelowna, BC

V4T 2R8

Phone: 250-870-5127

www.cte.sd23.bc.ca

Administrative Team:

Mrs. Jennifer Adamson (Principal)

Mrs. Taneil Griffin (Administrative Assistant)

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Dear Chief Tomat Families,

Welcome to CTE!

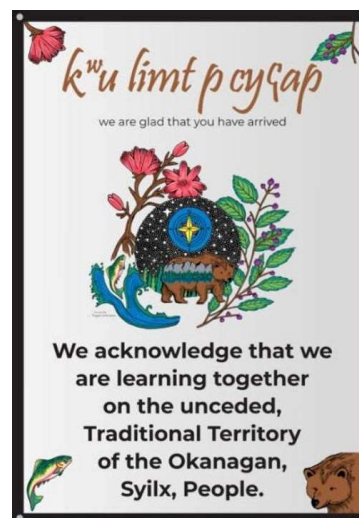
It is my honour and privilege to be the principal of CTE. We have amazing students, families and staff and together we work hard to ensure that our students are growing and thriving as learners, and as children. We strive to create a safe, supportive, inclusive, and caring environment where we find ways to meet the academic, social, emotional, creative, and physical needs of each individual learner.

At CTE, we are Caring Together Everyday and as CTE Wolverines, we take care of ourselves, each other and the land. Through our monthly Wolverine family groups, regular assemblies, and other school and classroom opportunities, we are fostering a strong sense of community where everyone feels like they are known and belong. We believe strongly that all students should feel cared for, encouraged and supported to succeed.

To provide the best education possible, we encourage and appreciate family involvement and partnership. To keep families informed, we publish a weekly newsletter, the CTE Community Connection, that is emailed to families at the end of each week. We also endeavor to keep our website updated with the latest information, including the school calendar, Code of Conduct, our School Community Learning Plan, and much more.

I am looking forward to another wonderful year at CTE and am excited to work with you to support your child. Please don't hesitate to ever reach out.

Limlemt, Thank you,
Mrs. Jennifer Adamson



CTE Staff List

OFFICE STAFF	TITLE
Jennifer Adamson	Principal
Taneil Griffin	Administrative Assistant
Susan Wright	Library/Office Assistant
TEACHING STAFF	
Noriene Robertson	Kindergarten
Bailey Radley	Kindergarten
Laura Goodmanson	K/Primary
Lisa Sheehan	Primary
Nadine Onespot	Primary
Kara Sikora	Primary
Cari Lwowski	Primary
Roxanna Robbins	Primary
Taylor McRae	Primary
Sara Oltsher	Primary/Intermediate
Ashley Madson	Intermediate
Chris Maxwell	Intermediate
Kaitlyn Neal	Intermediate
Ashley Lane	Intermediate
Lindsay Forrest	Learning Assistance (LAT)/ELL Teacher
Allison Zumbo	Inclusion Teacher (o.6) M, W, Th
Carey Adams	Inclusion Teacher / Principal Designate
Emilie Tremblay	Inclusion Teacher
Lisa Legree	Fine Arts/Prep Teacher
Stacey Brew	Teacher Librarian / Prep
Samantha Hammerschmidt	Literacy Support Teacher (T, Th)
SUPPORT STAFF	
Janine Burge	Indigenous Advocate
	Indigenous Early Learning Teacher
Deborah-Lynn Warkotsch	Westside Family CEA
Kelly Lalande	CEA
Suzanne Borba	CEA
Kristianne Bailey	CEA
Trina Joslin	CEA
Samantha Hay	CEA
Kaylan Fitzgerald	CEA
Leigh Humeniuk	CEA
Shannon Prodor	CEA
	CEA
	CEA
Lejla McKenzie	CEA
Karen Dempster	CEA
Ron Dunn (head Cust.); Katrina Whalen	Custodian – Day; Custodian - Night
Brigitte Holvast/ Kiku Carter/Stacey Fyvie	Spare Noon Hour Supervisor (NHS)
INCLUSIVE ED/ STUDENT SUPPORT	
Tom Lewis	Counsellor (0.8)
Sam Lau	Chef – Kitchen
Ysanne Gabora	ARC Program – MPR

School Programs

The educational goals at Chief Tomat are consistent with the provincial Ministry of Education's primary and intermediate curriculum, as well as the Central Okanagan School District Public School's Strategic Plan. Please see the 2021-2026 Strategic Plan that outlines the four Strategic Directions that guide learning in Central Okanagan Public Schools: Equity & Excellence in Learning, System Wellbeing, Transformative Leadership, and Family & Community Engagement by clicking [here](#).



Furthermore, through an inquiry process, our school has identified 3 areas that make up our Student Learning Plan: As a school, we have the following learning priorities:

1. All students will grow in their reading skills and read at grade level.
2. All students will learn the skills to take care of themselves, others and the land.
3. All students will see themselves as learners and grow in their ability to communicate clearly.

For more information about CTE's Student Learning Plan, please visit our website or click [here](#).

Parents and Caregivers as Partners

While the school accepts primary responsibility of teaching and helping students to gain skills and knowledge and to improve their achievement, we also need and seek the support and commitment of families for students to make significant progress. At CTE, we value and appreciate working together with our families. After students complete their years at Chief Tomat Elementary School, we hope that they will be confident, eager learners with a solid foundation of foundational academic skills, the skills needed for their future and a strong sense of citizenship.

To stay connected and informed, please ensure that your email address is up to date and correct at the office. We send out weekly the CTE Community Connections newsletter that contains essential information, upcoming events, pictures of learning throughout the week, district and community information as well as other points of interest.

Please know that I always welcome conversations about how we can best support your child(ren). If there is something that I, or the teacher, should know that would impact or could help your child, please let us know right away. As we teach the whole child, it can be important for us to know about situations to understand and support them. If you have questions or concerns about the school that arise, please contact me (Jennifer.adamson@sd23.bc.ca). If it is about the learning environment or something specific to the class, please contact the teacher first as they will have the best context and understanding. Once you have talked to the teacher, and if the concern persists, please let me know.

Classroom Instruction and Elementary Curriculum

All public schools in British Columbia teach from the same curriculum which is organized by grade levels and contains Big Ideas and learning standards (skills/competencies and content) for each subject in each grade. In addition, students build upon their knowledge, skills and understanding of processes through core competencies which are embedded in each subject. The Core Competencies are Communication, Creative and Critical Thinking, and Personal and Social Responsibility.

A classroom teacher may integrate the competencies, skills, knowledge, and processes in a classroom 'theme'. For example, a Grade 3 thematic unit may be developed from the Big Idea that "Wind, water, and ice change the shape of the land". Hands on learning, experimentation, reading, writing, researching, songs, poems, and artwork might be integrated into lessons and students given the opportunities to approach and assimilate the knowledge, skills, and understandings in this area.

Teachers plan learning experiences based on the curriculum that is prescribed by the Ministry of Education. For more information, please [click here](#). Students learn in many ways and enjoy a variety of topics integrated throughout the day.

For further information about specific classroom curriculum plans, parents are encouraged to contact their child's teacher or the school principal to discuss.

Extra-Curricular and Community Programs

Chief Tomat Elementary School is fortunate to be able to offer several opportunities to enhance our regular programs including field studies, which extend classroom learning in a variety of alternate environments.



Extra-curricular programs are also offered and change from year to year. These programs are offered to students by teachers, community members, and/or parents who volunteer their time at lunch break, before or after school. Activities may include sports teams, clubs, intramurals, STEM activities or library programs. These activities will be announced in the CTE Community Connections weekly newsletter, and/or during the daily announcements.

Family Life Program

The Family Life program is taught over a few days every school year to students in Grades 4 and 5 by the school district Family Life Team. Information and dates will be sent to parents and caregivers as the school is notified.

Field Studies

Classroom teachers may organize curricular field trips for students. These trips reflect our school programs and are an important part of learning.

For each field trip, it is school district policy that a PARENT/GUARDIAN GIVE CONSENT IN WRITING IN ORDER FOR THE CHILD TO BE ABLE TO PARTICIPATE AND TRAVEL ON A FIELD TRIP. The school district form must be completed and signed by the parent prior to the field trip day(s). Please check your child's backpack daily for field trip forms and other information that comes home so that your child may participate in all events. Please note, that we will be using an online permission form this year which will arrive in your email mailbox. Thank you!



Parent volunteers are often needed to help with field trips. When volunteering, parents are required to complete the Volunteer Declaration Form and Criminal Record Check well in

advance of the planned Field Trip Day. If you are interested, please come to the office to get a form as the process may take several weeks to complete.

At times, there may be a request for money to help cover the costs of bus transportation or entry fees to facilities. When this is the case, a letter/email will come home in advance from the classroom teacher. Inability to pay does not prevent a child from participating in a field trip. Please contact the School Principal in cases of financial hardship. Partial payment, or payment overtime may also be options. In addition, please be aware that not all field trips are required. Students not participating in field trips will be provided with work to complete and will be supervised at the school.

Central Okanagan Public Schools and Chief Tomat Elementary School take planning for field trips seriously. Student safety is of utmost importance to us. Any sites we visit must carry adequate insurance.

Hot Lunch

The Hot Lunch program is consistently offered Monday, Tuesday, Thursday, and Friday by CTE. A menu is sent home via email and includes a variety of healthy hot and cold foods which can be ordered and paid for online. The food served follows the Healthy Foods Guidelines set out by the Ministry of Education. Families

who choose to participate must respond and pay by the deadline. The organization of the lunch programs are done by staff, volunteers, and meals made by a paid Chef who has "Food Safe" certifications. Please note that there is limited space for the hot lunch program and is first-come when it opens online. If you are interested, please pay attention to emails sent from the office.

On most Wednesdays, as part of a separate program, pizza is pre-sold online with proceeds going to school programs. These lunch programs are entirely optional.



Library

Our library holds a large collection of picture books, reference books, magazines, novels and more. Our Teacher-Librarian and Library Clerical Assistant coordinate a schedule so that all classes visit the library each week for a book exchange. Students are encouraged to read at home daily as part of our Home Reading Program to build their reading skills. Special library events are held during the school year such as author visits, reading challenges, and book fairs. Your child's teacher will let you know when library exchange days are, and you will be notified of library events through email and the CTE Community Connections weekly newsletter.



PAC – Parent Advisory Council

We value and appreciate our parents, caregivers and community members who make a difference to our school. Every parent/guardian is a part of the Chief Tomat Parent Advisory Council (PAC) and we have an amazing executive who helps lead and plan awesome events for our students, families and school. You are invited to attend the monthly PAC meetings and get to know more about your child's school. These meetings are a wonderful opportunity to

hear and share information about special projects and events, and a place to connect with our CTE families. To have successful PAC events (family dances, carnivals, fundraisers, etc), the PAC needs the support of volunteers (like you!) to run them.

[Make sure to follow our awesome CTE PAC on Facebook \(CTE Parents & Caregivers\) and Instagram \(Chief Tomat Elementary PAC\) to keep up to date with CTE school](#)

Parent/Caregiver/Community Volunteers

We would love to have volunteers – whether it's yourself, your neighbour or a family member (we've had some wonderful grandparents volunteer!). This could be a one-time event like the Apple Bowl track-meet, helping to coach or a field trip. Or something more regular, like reading with students, playing learning games or helping in the classroom.

If you are hoping to volunteer (your child will love it!!) on field trips, or with students, please ensure that your criminal record is completed through the school district. We cannot accept criminal record checks done elsewhere (community groups, coaching, etc). Please come to the office to get a form and we will be more than happy to help you complete it. There is no cost to you and the process can be quick and simple, but can take weeks for it to be approved.

School Supplies and Cultural Fees

The School District is able to get bulk pricing on school supplies that are needed, making it cheaper for families. This also ensures that your child has everything they need as the teacher customizes the supply order for their class. One payment of \$40.00 in September will provide your child with all necessary school supplies for the year, including school agenda, exercise books, paper, pencils, erasers, glue sticks, felt pens and much more! This is a very economical and practical option for the purchase of school supplies in terms of ensuring that your child has the needed materials.



Throughout the school year, every school hosts several performances and concerts. The performances may include live theatre, professional musicians, and other performing groups. A cultural fee of \$10.00, paid at the beginning of each year, entitles each child to see outstanding professional performances selected by a committee of staff and parents from the school district. Parents/Caregivers are welcome to attend assemblies and cultural events!

The total cost is \$50.00 for School Supplies Fees, due by the last school day in September, and is payable to Chief Tomat Elementary School. This fee can be paid online through School Case Online; a link is on our website. In cases when payment of the fee is impossible, please contact the school principal to make alternate arrangements.

Student Leadership

At CTE, we encourage and build leadership skills in all our students. Intermediate students (Grades 4 – 5) are invited to apply for leadership and service roles in the school. For many of the formalized leadership roles, Grade 5 students generally serve at the beginning of the school year, and Grade 4 students are trained and mentored into the roles in the spring.

These roles may include:

- Lunch Leader/Monitor
- Grade 5 Morning Announcements
- Playground Leaders
- Assembly Crew
- Sous Chef
- Grade 5 Crossing Guard



Support for Students

While the classroom teacher has the main responsibility and the greatest impact when teaching your child at school, extra help is available for students who require additional assistance and/or have special learning needs. The Inclusion Teachers, Learning Assistance teachers and other district staff help teachers to plan programs for children who require extra support or enrichment. These specialist teachers may also provide support to the classroom teacher by working with a child in class, completing a detailed assessment of the student's abilities, or working with the student individually or in a small group out of the classroom setting. Certified Education Assistants (C.E.A.s) may also be assigned to help specific students in some classrooms.

The School-Based Team includes the school administration, Inclusion Teachers, Learning Assistant teacher, the school counselor, other district specialists, classroom teachers and may include the parent(s) or caregiver(s). Together, members meet to discuss and develop strategies to support a student, based on their individual strengths, needs and growth areas.

Under certain circumstances, it may be necessary to develop a **Learning Plan** or an **Individualized Education Plan (I.E.P.)**. Parents of students who require an I.E.P are important partners in planning a program to meet the child's needs. If necessary, the school also has access to school district and community specialists such as:

- Speech and Language Pathologist
- School Educational Psychologist
- Inclusion Teacher (Social-Emotional, Special Needs)
- Specialist for the Deaf and Hard of Hearing
- Support teacher for the visually impaired
- Family Doctor or Pediatrician
- Occupational Therapist
- Physiotherapist
- Representatives from the Ministry for Children & Families

[The Central Okanagan Public Schools' Financial Hardship Clause](#)

Within Board Policy Regulation 425R – Student Fees (www.sd23.bc.ca), the Board of Education has indicated “that a student will not be excluded from any educational program due to financial hardship”. This clause in the Regulations provides for the private and confidential consideration of financial circumstances of individual students and families, while preserving the dignity of families which may be unable to pay. Please contact the school Principal if you are facing a financial hardship that may restrict the ability of your child to access a school program. Simply email Jennifer.adamson@sd23.bc.ca for financial support.

[The Central Okanagan Public Schools' Appeal Process](#)

Policy 460 – Appeals states that “A student or a parent of a student who is entitled to an educational program in the Central Okanagan Public Schools may appeal a decision of an employee of the Board of Education which significantly affects the education, health, or safety of the student”. For a complete description of the Appeals Policy along with the recommended steps to follow in attempting to solve a problem, please refer to Policy 460 – Appeals that can be accessed from the Policies link under the Board of Education heading on the Central Okanagan Public Schools homepage at www.sd23.bc.ca.

[Health and Safety](#)

Our priority at Chief Tomat is the health, safety and well-being of our students. The following areas help us to ensure that we can do this.

[Attendance – If your child is away, late or needs to leave early](#)

Regular attendance is key to a child's school success. We expect that students will arrive at school on time in order to participate in the important morning routines with the class. Often the first 30-60 minutes is key for literacy and numeracy based learning and sets your child up for success. We find that students who are frequently late miss out on key routines, social opportunities and learning. This may result in a child being anxious as they are missing key information and learning.

Your child's safety is our top priority. Knowing where your child is and their attendance each day is critical to their health and safety. Chief Tomat Elementary School has a Safe Arrival Program, and we request **EVERY** parent/caregiver make this safety plan work:

- Download the **SchoolMessenger** app and use it to record absences/lates or early departures. The app can be found in your phone's app store or go online to <https://go.schoolmessenger.com/#/home>. OR
- Please call the school office at **(250)870-5127** if your child will be late or away from school. (You can leave a message about your child's absence on our answering service at any time of day or night.)
- **EARLY DEPARTURE:** If your child needs to leave early, please inform the classroom teacher. It may be best to send a note as an email may not be seen if the teacher is away that day. They must check in at the office and wait there to be picked up before leaving.
- **LATE:** Students MUST SIGN IN at the office if they are late.
- Students are NOT ALLOWED to walk home by themselves during the school day. Please let our office know if your child is ill or will need to leave the school early for an appointment.

First thing, in the morning and afternoon, the secretary and teachers complete the class attendance. If a child is marked absent, but we have not heard from the parent, a call is made to the parent to determine the child's whereabouts. Parents, please advise the school office when your phone numbers change. This practice helps ensure your child's safety.

Accident Insurance

Central Okanagan Public Schools does not insure expenses for student injuries that occur on school grounds or during school activities. Parents and guardians can voluntarily purchase private accident insurance. The Kids Plus Accident Insurance Program that was previously offered to our students was discontinued in 2019. The IA Financial Group now offers the Family Accident Reimbursement Plan (FARP) which is a voluntary plan that provides coverage for students and their families against accidental injury, unexpected medical expenses, and critical illness. To apply for the Family Accident Reimbursement Plan or to find out more, click [HERE](#).

Allergies – Please be NUT AWARE

Some students have life-threatening allergies to peanut products, bee stings, etc. **CHIEF TOMAT ELEMENTARY SCHOOL IS A “NUT AWARE” SCHOOL. WE REQUEST THE COOPERATION OF EVERY FAMILY IN SENDING FOOD TO SCHOOL THAT IS NUT-FREE (PEANUT AND OTHER NUTS).** We will safely secure and send home any products that contain nuts at the end of the day to ensure the safety of all our students. For the safety of all our children, thank you for your cooperation in this matter.

Before and After School

We ask for your cooperation in ensuring that our students, staff and community are safe, taken care of and can access the school.

Supervision

Please note that there is teacher supervision from 8:15 – 8:30 when the warning bell rings and again from 2:30 – 2:45. For your child's safety, **please drop off your child at or after 8:15 and pick up your child by 2:45.**

Any child not picked up by 2:45 will be brought to the office to wait for their ride and phone calls will be made in order of those on the emergency contact list.

Please arrange your children's school arrival and departure to coincide with these times. Thank you!

Kiss 'n Go Lane – dropping off and picking up



If you are driving your child to school, please consider using the bus loop to drop your child off at the Kiss 'n Go. Your child should be on the passenger side of the vehicle and should quickly jump out to avoid backing up traffic. There is usually a staff member who can help them. Please **do not get out of your car** as this slows down traffic and prevents flow.

When picking up your child, you can enter the bus loop after the buses have left around 2:35/2:40. They can wait at the front of the school for you, supervised until 2:45. Often times, when the driveway is full, we need to close access from East Boundary to ensure that our buses can enter and leave.

Parking

We recommend that you park on East Boundary Road, or neighboring street, and walk to the school to drop off or pick up your child as parking is very limited. There is no parking on school grounds.

Do NOT park in the Staff Parking Lot. Please **do not enter the lower staff parking lot** at any time unless you have a disability parking pass (blue wheelchair sign) displayed. Many of our staff have children who attend other schools and need to leave right at 2:30 or may arrive just before 8:30. Please do not block them from arriving, parking or leaving the staff parking lot. Only staff members and those who have a valid disability parking permit should enter the staff parking lot. We have some parents who have disabilities or mobility limitations and need to park in the designated marked parking stalls. If you do not have a valid disability parking permit, do not park in the marked stalls with the wheelchair sign as this is illegal.

Bus Transportation

Students must be registered riders with bus passes to ride the school bus to and from school. Only registered riders are allowed bus service to and from school and will require their bus pass to get on the bus. Alternate forms of transportation need to be arranged for after-school social plans prior to school day. If your child rides the bus, they will not be able to bring a friend home on the bus with them. These arrangements need to be made the day before. Safety rules for bus riders are posted on the transportation website via the link below.

Online applications for courtesy riders submitted will be confirmed early in the year on a space available basis by our transportation office. The number of courtesy seats will depend on the number of seats remaining on each route after eligible riders have been accommodated. Priority is given to students based on the age and the distance between home and school within the catchment area. Due to the volume of applications for courtesy rides, it may not be possible to contact each applicant individually. Courtesy seats are subject to cancellation at a week's notice should seats be needed for additional eligible riders.

For more information about school bus transportation, please [click here](#).

Cell Phones at School

Students are asked to leave personal electronic devices at home, as they will not be needed or allowed at school. If a student needs to bring a device (ex. cell phone), it will be kept in the backpack, with the teacher, or in the office. Students are NOT ALLOWED to use their own personal phones or devices while at school, this includes school property and the school bus. *At CTE, students will not be using their personal devices. It is preferred that they leave them at home. If they are brought to school, they must remain in backpacks for the entire day and NOT ever be taken out. We may store them safely in the office. Please do NOT DIRECTLY CALL or TEXT your child during the school day.*

Emergencies

Parents/Caregivers MUST provide a current emergency phone number to the school office. The phone number that is provided should be the parent, guardian or a responsible alternate that the school can contact if we cannot reach the parent(s) or caregiver(s) at home or at work.

In case of illness, serious accident, or head injury, parents/caregivers are contacted. If your

child is ill, we will phone in order of the emergency contact list to make arrangements for your child to go home. We have a first aid room in the event of immediate illness. In the case of serious injury or emergency at school, we will make every effort to contact the parents/guardians. If emergency treatment for a serious injury is needed and a parent or emergency contact cannot be reached, the student will be transported by ambulance to the hospital at a cost to the parent/caregiver.

Freedom of Information Protection of Privacy (FOIPOP)

To protect our students, private information is not released to the public regarding any of our students. A form needs to be signed early in the school year if parents do not wish to grant the school permission to take their child's photo or publish their child's name on our school website, in our yearbook or the local media. This information is kept on record in the office.

Head Lice

Parents/Caregivers of students with head lice are contacted by the school office to coordinate a pick-up. Students must be treated for the condition before returning to school. After treatment and there are no more lice or nits, students are welcome to return to school. Please ensure that the child is 'nit-free' before bringing them back to school. Otherwise, the condition spreads or worsens. When a case of head lice occurs, a letter is sent home to all families in the class to let parents know to check their child for head lice. This letter does NOT contain the name of the student with head lice. Please contact the school if you discover your child has head lice. Advice regarding prevention and treatment of lice is available from the Health Unit, a doctor/pharmacist or at:

[https://www.interiorhealth.ca/YourHealth/SchoolHealth/Page s/default.aspx](https://www.interiorhealth.ca/YourHealth/SchoolHealth/Page%20s/default.aspx)

Lunch

For consistency and safety, we encourage students to remain at school for lunch. There are rare circumstances where prior arrangements allow for students to go home for lunch. Please let your child's teacher and the office know if, for any reason, your son/daughter will go home for lunch. If you are picking your child up from school for lunch, please sign him/her out at the office.

Usually, at Chief Tomat School, we have a "Play First" Lunch hour for students in Grades K – 5. This means that students go outdoors to play for the first part of the lunch break, and then return to their classrooms to eat. We may schedule smaller groups outside for lunch if deemed necessary.

The School District hires *Noon Hour Supervisors* who monitor our students during the lunch hour. These trained employees circulate outdoors during the play time, and then supervise from classroom to classroom during the eating time. Their role is to ensure students' safety and to reinforce appropriate behavior. Our supervisors assist if a student needs help or is injured. Students are encouraged to sit down and focus on eating first, before socializing. In addition, our younger classrooms have Lunch Leaders (students from Grades 4 – 5) who may assist the younger ones with finding their belongings, opening containers, etc.

Medical conditions and concerns

Our priority is the health and safety of our students. If your child has a medical condition, please make sure that you contact the school office and admin. We want to make sure that we know all that we can about your child and how to keep them healthy and safe. This includes any allergies, asthma, etc.

A public health nurse from the Westbank Health Unit is assigned to our school and will come to the school if called. Our Health Nurse oversees student immunization and medical alert records for students with life-threatening health concerns.

Please ensure that the school is aware of ALL medical conditions affecting your child at school. The public health nurse provides a yearly anaphylaxis/EpiPen training for all staff.

Medications at school

The School District has established a process for providing medication at school, and for having a plan in place for students with medical alerts. If your child must take medication during the school day, the school must be informed, and appropriate forms need to be completed by the parent/guardian and doctor. Please contact the school directly if your child requires medication or special medical attention. This includes prescription medication, or anything with medicinal ingredients (cold/cough medications, pain medications, Tylenol, etc.)

The procedure outlined here must be adhered to:

1. A "Request for Administration of Medication at School" form must be completed and signed by parent/guardian and the physician.
2. The school maintains a record of administering the medication.
3. Medications are stored in the school office or, in special circumstances and in consultation with the school, kept in the student's backpack or fanny pack. These medications must be taken along on school field trips.
4. The medication cannot be expired.
5. The medication must be in its original container with the original pharmacy label.
6. All forms are updated each year. Forms are reviewed annually by our Public Health Nurse.

For further information or clarification, please contact the school Principal.

Snowballs, sticks – Nature Stays on the Ground

Like ALL schools in the district, Chief Tomat is "snowball-free." This rule is enforced to ensure the safety of all students, staff, and community members, and to prevent damage to property. We encourage students to play in the snow, to make snow forts, snow sculptures, snowmen and snow angels; however, we expect NO throwing of snow. Because students often ask for clarification on this expectation, we always enforce this mandate when students and staff are on the property. Should students choose to throw snow, a series of possible consequences will follow, as per the Code of Conduct.

Furthermore, sticks can cause serious harm and we follow the rule that "All nature stays on the ground."

Weather

Fresh air and exercise are important, so students will almost always play every day outdoors. Please ensure your child is dressed for the weather. In general, if a child is well enough to come



to school, we will assume that they are well enough to go outside. In severe weather conditions (torrential rain or extremely cold weather where the temperature (or wind chill factor) is lower than -20 degrees Celsius), an 'in-day' may be scheduled. This is also true for any extreme weather conditions (smoky skies, heat waves). Information will be sent out by the school or district in these cases. On chilly days, we remind students to "bundle up", and to embrace all types of weather! We're Canadian, we do cold weather!

Wheels - Bikes/Scooters/Rollerblades

We encourage students to ride bikes to school, and remind them that helmets, of course, are **mandatory**! Students should have a lock to lock up their bike at school. ALL students are to dismount and walk their bike or carry their roller blades or skateboards on the school grounds. Students must get off their bike or scooter as soon as they are on school property, including the driveway, parking lot and all sidewalks. Shoes equipped with wheels are not allowed. Thank you for reinforcing these safety measures with your children.



Pets on school grounds



REMINDER:
No Dogs on
School Property



While we do love dogs and other pets, dogs are not allowed on school property for a variety of safety and health reasons (ex. allergies, hygiene, fears/trauma). This is reinforced by City of West Kelowna Bylaw Enforcement. Bylaw may be called for any dogs that are on property. Exceptions are made for service dogs; although an application must be made and documents provided to the school prior to a service dog being at school.

Please leave your furry friends at home and seek permission from the school administration if bringing any pet to school for any purpose.

Code of Conduct

The purpose of our school's Code of Conduct is to outline expectations for student behaviour to help ensure a safe, happy, and orderly learning environment for all. This Code of Conduct must be followed at school, to and from school, including riding the bus, as well as during any school or PAC activity/event. Each student contributes to the well-being and success of everyone at CTE. For more detailed information, please refer to the Family Handbook, the CTE Community Connections Newsletter and the website. Please check the website for any updates to the Code of Conduct.

Student Rights and Responsibilities

Rights	Responsibilities
Students have the right to learn.	Students have the responsibility to actively participate and be responsible learners. Some examples include: • Always trying their best • Arriving on time, prepared and ready to learn • Staying focused and not distracting or disturbing the learning of others
Students have the right to be respected.	Students have the responsibility to respect others (not to bully, tease, pick on, or harass others). Some examples include: • Using kind, respectful words • Being polite and waiting your turn • Listening with discipline and the whole body • Being honest and telling the truth
Students have the right to be safe.	Students have the responsibility to behave in a safe manner and to protect the safety of others. Some examples include: • Moving safely, calmly and in control • Staying in designated areas • Keep hands and feet to yourself; Playing games safely • Reporting dangerous situations to staff
Students have the right to privacy and security of personal space.	Students have the responsibility to respect the property and privacy of others (students, staff and community). Some examples include: • Not touching other people's property without permission • Respecting personal boundaries • Asking someone before photographing/recording someone
Students have the right to use student equipment and property.	Students have the responsibility to use the equipment and property according to all rules and with care and respect. Some examples include: • Leaving property better, than how you found it; Cleaning up after yourself • Using equipment as it is intended • Returning materials promptly and neatly

At Chief Tomat, our students are **responsible, respectful and ready!**

	Responsible – for my actions and learning	Respectful – of others and the surroundings	Ready – to learn and do my best!
All Settings Everywhere and Always	• I follow directions the first time • I take responsibility for my words and actions • I am aware of my surroundings and situation • I treat others the way I want to be treated = The Golden Rule • I am honest and tell the truth • I do my best to be my best	• I use polite and respectful language and have a respectful tone and voice • I keep my hands, feet, body and objects to myself • I treat others the way I want to be treated = The Golden Rule • I leave things better than I found them	• I have the supplies I need • I try to have a growth mindset and do my best • My actions are appropriate
Classroom, Library, Learning Areas	• I focus on the task and what I should be doing • I use technology appropriately (with the teacher's permission and to do school work only)	• I follow the routines, procedures and expectations • I act in a way that has a positive affect on the learning of others	• I have my work completed, agenda and supplies my teacher wants me to have ready • I use my inside voice
Gym	• I enter and leave only with a teacher's permission • I use equipment correctly and safely • I report any injuries to the teacher	• I follow the routines, procedures and expectations • I show good sportsmanship • I play by the rules of the game • I help set up or put away equipment properly	• I have appropriate clothes and shoes for physical activities • I wear indoor gym shoes/runners
Playgrounds and Fields	• I use the playground equipment correctly and safely • I line up with the bell rings • I return any equipment that I signed out • I use my W.I.T.S	• I keep my hands, feet, body and objects to myself • I leave nature on the ground • I take turns • I show good sportsmanship • I play by the rules of the game • I act so everyone has fun	• I am dressed for the weather • I include everyone • I try to solve problems appropriately (WITS) • I report true problems and injuries
Office	• I wait patiently until it is my turn and don't come behind the counter	• I am quiet • I am polite and respectful	• I ask to use the phone or have a phone pass
Hallway and Stairs	• I quickly walk to where I need to go • I am in control of my body and voice • I know that running/jumping is unsafe	• I walk on the right side • I am quiet • I enjoy and appreciate displays with my eyes only • I respect that other classes and students are learning	• I am in the hallway and on the stairs for a purpose • I use body basics
Entrances and Exits	• I stay outside until the bell and quickly line up when it rings • I use the door assigned to my class • I remove my outdoor shoes • I acknowledge others • I am polite and welcoming	• I give others personal space • I take head gear off (hats, toques) when I enter the school • I use line manners when I enter and leave the building by walking on the left and holding open doors	• I have the materials I need when I arrive • I have the materials I need when I leave • I use my inside voice • I am on time and ready to learn
Washroom and Water Fountains	• I ask permission to leave the classroom • I flush/wash/leave • I report any problems immediately to an adult	• I keep the washrooms tidy and clean • I respect the privacy of others • I use my inside voice • I leave it better than I found it	• I wait quietly and patiently for my turn • I return to class quickly and quietly • I don't socialize
Lunchtime	• I make healthy food choices • I keep my area neat and clean • I focus on eating	• I stay in my spot, seated to eat • I clean up after myself • I use my inside voice	• I bring everything to my desk • I use good table manners • I chose a quiet activity when I am done eating

Dress Code

Chief Tomat school and students take pride in their school and the community they work, learn, play, and live in. We encourage students to dress in a manner that promotes a positive image of self and the school. Consideration should be given to the health, safety, and welfare of the school community. Consistent with this perspective, and our Code of Conduct, the dress code is based on the following principles: Respect for learning, human rights and dignity of others; Safety of persons and property; Promotion of a drug and alcohol-free environment; Parents to play an active role in helping to promote appropriate dressing practices for their children; The careful balance of an individual's right to self-expression and the school's responsibility to ensure an appropriate learning environment.

To maintain a safe learning environment, students are expected to:

- Wear footwear while in and around the school (note: roller blades, roller skates and shoes with built-in roller(s) are not appropriate within the school site)
- Wear appropriate clothing for learning and playing, including dance, running, jumping; Hats should not be worn indoors
- Wear closed toed shoes for outside play

Some examples of inappropriate items of dress include clothing items that:

- have inappropriate words or graphics that are racist, sexist, profane, and/or are intimidating or demeaning to another person; depicts or advocates violence, racism or other discrimination; promote or depict use of alcohol or illegal drugs.

Personal Belongings/Toys

Students should not bring unnecessary items, toys, valuables, or large amounts of money to school. The school cannot be responsible for damaged, lost, or stolen items. Students are asked to leave personal electronic devices at home, as they will not be needed or allowed at school. If a student needs to bring a device (ex. cell phone), it will be kept in the backpack, with the teacher, or in the office. Students are NOT ALLOWED to use their own personal phones or devices while at school.

Responsible Student Use of Personal Digital Devices, School Technology, and District Network Services

Student use of personal digital devices (any device used to communicate and/or access the internet), school technology, and district networks at school is for educational purposes. Students must abide by the school's Code of Conduct and procedures, as well as Central Okanagan Public Schools Policy 486: Student Use of Network Services and Digital Technologies. Students will:

- Secure, power off and store personal digital devices during instructional (i.e. class time) and non-instructional time (i.e. breaks/lunch) at Elementary schools unless instructed by the Principal or school staff;
- Use personal digital devices during instructional time for instructional purposes and digital literacy skills as instructed by the Principal or school staff;
- Ensure personal digital devices are not used in areas where privacy is expected, such as restrooms and change rooms;
- Be permitted to use personal digital devices to support accessibility, accommodations, medical and health needs;
- Always take precautions to ensure online safety, privacy, and security;
- Treat others with respect and kindness when using digital devices and district network services;
- Always use digital devices and district network services responsibly and with academic integrity.

Schools will ensure that all students have equitable and developmentally appropriate access to technology to meet curricular requirements. Students are not required to have their own personal digital device or cellphone at school.

The use of personal digital devices, school technology, and district networks is a privilege. Staff may revoke a student's access to devices because of inappropriate student conduct. Violations of the school code of conduct could result in appropriate restorative processes or disciplinary actions including suspension and police intervention.

At CTE, students will not be using their personal devices. It is preferred that they leave them at home. If they are brought to school, they must remain in backpacks for the entire day. We may store them safely in the office.

Behaviour Response Plan

Chief Tomat is a child-centred learning community. We are committed to developing students who learn through and from their mistakes and we are here to help solve problems. Living and learning together all day creates many opportunities for students to grow in the skills necessary to play together, and to work through conflict. We are committed to a respectful problem-solving process with students that builds their capacity and skills for dealing with conflict in life. If consequences are necessary, they will be logical and fair, involve the student and respect their individual rights, abilities, and maturity. We believe an apology is important to restore the relationship. Responses to behaviours consider the development stage and ability of the child, number of infractions and intent. Special consideration may apply to a student with special learning needs who may not be able to comply due to a disability.

The school will treat seriously behavior or communication that discriminates based on race, colour, ancestry, place of origin, religion, gender, gender identity and expression, marital status, family status, physical or mental disability, sex or sexual orientation – all prohibited grounds set out in the BC Human Rights Code.

INCIDENTS OF INAPPROPRIATE BEHAVIOUR

Level 1: Mild Misbehavior

Mild misbehavior disrupts a positive and orderly school environment. Examples may include:

- disruption of learning
- inappropriate manners
- unsafe conduct
- minor vandalism
- teasing
- dishonesty
- defiance
- misuse of washroom
- inappropriate language
- inappropriate tone of voice
- inappropriate physical contact
- bringing inappropriate items to school (ex. electronics, trading card, cellphones)

Possible consequences: Problem solving conversations will occur with the child/children involved; written problem-solving process; loss of privilege; time-out; item taken away; parents contacted.

Level 2: Moderate Misbehavior

Moderate misbehaviour may threaten the learning or physical/emotional safety of others. Examples may include:

- Repeated mild misbehaviours
- cheating
- graffiti
- stealing
- bullying
- unsafe/dangerous behaviour
- swearing at others
- lying to an adult
- throwing snowballs/rocks
- sexually explicit comments
- bringing unsafe items to school (ex. lighters, lasers)
- defiance to authority; non-compliance with staff
- misbehaviour during safety drills
- inappropriate computer use, cell phone use
- inappropriate conduct on field trips

Possible consequences: Meeting with the Principal; parents contacted; coaching/direct instruction

of skills and appropriate behaviour; loss of privilege; extended time-out (loss of recess or lunch; item taken away and picked up by caregiver; restorative justice (compensation, paying for damages); work station at the office

Level 3: Serious or Major Misbehavior

Serious misbehaviour may be dangerous or threatening for students and staff. Examples may include:

- repeated moderate misbehaviours
- intentional fighting
- truancy
- threats (verbal, electronic, written)
- harassment
- use of drugs/alcohol/vape
- blatant defiance
- physical violence
- repeated incidences of bullying
- damage to property
- fire lighting/misusing fire equipment
- major theft/vandalism
- swearing at staff
- discrimination
- possession/use of a weapon or toy replica

Possible consequences: Meeting with the Principal and parents; in-school workspace at office; suspension (in-school or at home); 1-10 day definite suspension; restorative justice (compensation, paying for damages); notification of other authorities (ex. RCMP,). An apology should be made to restore the relationship. Parents will be contacted. The principal has the right under the School Act to discharge discipline as necessary. This includes the right to suspend a student.

Search and Seizure Policy

Student searches, and searches of student property, may be made by staff based on reasonable suspicions of a violation of school rules and/or law. The search shall be made pursuant to reasonableness and based on the age of the student. Two staff members are always present when a search is carried out. Searches may be carried out in backpacks, desks, lockers, electronic devices, or pockets. In usual circumstances, if sufficient suspicion warrants, the student will be asked to show the staff member the contents of the item being searched. Items retrieved during the search may be confiscated if in violation of the school code of conduct. Contraband and other property unauthorized to be on school property or brought to school sponsored activities will be seized for evidentiary purposes in the event of a school hearing and/or legal hearing. Return of the property may be made to the parents/guardians of the student. Illegal contraband or other property will be turned over to the RCMP. This may include personal electronic devices if they have been used to do an illegal act, or something that breaks the code of conduct.