

Chief Tomat Elementary School Family Handbook

2022-2023



"A community of learners; engaging hearts and growing leaders."

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Administrative Team:

Mr. Ryan Ward (Principal)

Mrs. Taneil Griffin (Administrative Assistant)

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Welcome

Welcome to Chief Tomat Elementary School! I am so proud to be the principal of such a wonderful school community, full of caring adults and amazing children! At Chief Tomat, we believe that we are "A community of learners; engaging hearts and growing leaders." Therefore, we have a responsibility to help raise our children and equip them with the tools they need to become effective citizens in society, both today and into the future. We strive to create a safe, supportive and caring environment where we find individualized ways to meet the academic, social, emotional, creative, and physical needs of each learner. Our staff is also committed to continuous professional learning and progressive approaches to teaching and learning that will provide the best learning opportunities for our children.

In order to provide the best education possible, we encourage and appreciate family involvement and partnership. To keep families informed about the latest happenings at CTE, we publish a regular newsletter, the Wolverine Weekly (formerly the "Week-at-a-Glance"). This is emailed out to parents 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 would also encourage all parents to become involved in the Chief Tomat Elementary Parent Advisory Council. Meetings are held monthly (exact dates to be determined) and there are plenty of opportunities to get involved and help make CTE an amazing place for our students to be!

On behalf of the entire Chief Tomat Elementary staff, I would like to welcome back our returning families and extend a warm welcome to those who are joining us for the 2022-2023 school year. I look forward to working with all of you to create an awesome school year!

Mr. Ryan Ward

Principal

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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 goals of School District Public Schools. For more information on our school's learning plan please check our Learning Story by clicking [here](#).

While the school accepts primary responsibility of enabling students to improve their achievement during the school day, 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 in this good work. After students complete their years at Chief Tomat Elementary School, we hope that they will be confident, eager learners with a solid foundation of basic skills and a strong sense of citizenship.



Elementary Curriculum

Teachers plan learning experiences based on the curriculum that is prescribed by the Ministry of Education. For more information, visit <https://curriculum.gov.bc.ca/> Students learn in many ways, and enjoy a variety of topics integrated throughout the day.

Classroom Plans

All public schools in British Columbia teach from the same curriculum which is organized by grade levels and contains Big Ideas and learning intentions for each grade. In addition, students build upon their knowledge, skills and understanding of processes through core competencies which are embedded in each subject. Core Competencies are divided into three sections as follows:

- 1) Communication
- 2) Creative and Critical Thinking
- 3) Personal and Social

Often, a classroom teacher will 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 to provide students with the opportunities to approach and assimilate the knowledge, skills, and understandings in this area. Students might work together (collaboration), set goals for themselves (personal/social), present information (communication), etc. in order to demonstrate their learning.

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

Counseling and Behavior Intervention

Counseling is available for students and their parents. Our school-based counselor offers counseling assessment, behavior support, limited one-on-one counseling, referrals and consultation. Parents may contact the school counselor, Ms. Knox by phoning the school at 250-870-5127. We share our counselor's services with Shannon Lake Elementary School.



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 trips, 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 the lunch break, before or after school. Activities may include sports teams, clubs, intramurals, or library programs. These activities will be announced in the weekly newsletter, on our website and/or during the daily announcements.

Family Life Program

The Family Life program is taught over a few days every school year to Grades 4-5 students. For the 2022 – 2023 school year, we will welcome two teachers from the Family Life team to deliver Family Life program. Dates will be sent to parents as the school is notified.

For more information about the program, please speak to the principal, or contact the Family Life leaders, at (250-470-8487).

When a Child Needs Extra Help with Learning

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 Classroom Support teachers, Learning Assistance teachers and other district staff help teachers to plan programs for children who require extra support or enrichment. The Learning Assistance teacher 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, Learning Assistant, the school counselor, other district Specialists, classroom teachers and may include the parent(s). Together, members meet to plan individualized programs built on the strengths and needs of the student, and share information about each child's progress.

Under certain circumstances, it may be necessary to develop a **Learning Plan** or an **Inclusive 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
- Resource (Special Needs) Teacher
- Specialist for the Deaf and Hard of Hearing
- Support teacher for the visually impaired
- Occupational Therapist
- Physiotherapist
- Representatives from the Ministry for Children & Families
- Pediatrician or Family Doctor

Leadership / Service Programs for Students

Intermediate students (Grades 4 – 5) are invited to apply for leadership / service roles in the school. We thank students in advance for demonstrating leadership in the following:

- Lunch Leader
- Grade 5 Morning Announcements
- Play Pals
- Assembly Crew
- Social Justice Leaders
- Grade 5 Crossing Guard

In addition, students in the intermediate grades are asked to lend a hand for events such as Primary Games and Assemblies.

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 expected to read at home on a daily basis as part of our Home Reading Program.

Special library events are held during the school year such as author visits, reading challenges, and book fairs. More information on the hours of operation will be made available in the fall.



School Community Learning Plan

In collaboration with staff, school administration, and the community, our school continually strives to improve. Our improvement model is based on an [inquiry process](#), and involves fluid transition through an interconnected framework which incorporates these elements:

1. Scanning – asking what's going on for our learners?
2. Focusing – asking what can we do that will have the greatest impact on their learning?
3. Learning – determining what the school needs to learn to be able to impact student learning.
4. Taking Action – applying the new learning in our classrooms / school
5. Checking – determining if what we have done has had the desired outcome.

Our [Learning Story](#) shows our journey to date. We will update it throughout the year. Parents are invited to comment, provide feedback, and input into the direction of our school improvement process.

Bus Transportation Program

Parents are reminded that students must be registered riders with bus passes in order to ride the school bus. Only registered riders are allowed bus service to and from school. Alternate forms of transportation need to be arranged for after school social plans. Safety rules for bus riders are posted on the transportation website at:

<http://www.sd23.bc.ca/ProgramsServices/SchoolBus/Pages/default.aspx>

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. If you believe that there is space available on a school bus passing through your neighborhood; please contact Transportation at (250)491-4040. Phone lines are open between 9:00 am and 1:00 pm Monday through Friday.

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 visit the website at

<http://www.sd23.bc.ca/transportation/http://www.sd23.bc.ca/ProgramsServices/SchoolBus/Pages/default.aspx>

School Policies

Absenteeism, Attendance Arriving on Time Call Home/Safe Arrival

Regular attendance helps to ensure your child's school success. We expect that students arrive at school on time to school in order to participate in the important morning routines with the class. Thank you, parents. To assist you with this, the school bell schedule is included with the yearly calendar.

Chief Tomat Elementary School has a Safe Arrival Program, and we request **EVERY** family's help to make this safety plan work.

- 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.) OR
- Download the **SchoolMessenger** app and use it to record absences. The app can be found in your phone's app store or go online to <https://go.schoolmessenger.com/#/home>.

Students who arrive late at school must sign in at the office.
Students who leave the school before the end of the day need to be signed out at the office by the parent/guardian.

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.

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, visit <https://www.solutionsinsurance.com/aonbc>.

Anaphylaxis / Nut Aware School



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).** For the safety of all our children, thank you for your cooperation in this matter.

If your son/daughter is in a classroom with a child who has a serious allergic condition, necessary safety precautions will be implemented.

Awards / Rewards

Students in all classes are recognized for their efforts throughout the school year. Staff offer ongoing encouragement and celebrate successes in many ways such as writing a note to the parent and/or making a special phone call. Staff recognize individual students for positive behavior by handing out "Tomat Tickets." Names are drawn once a week for a small prize.

Students in grade 5 will be receiving a certificate during the year-end farewell celebration to honor their growth in the areas of being a collaborator, an innovator, a contributor, a thinker and a learner.



Bicycles, Roller Blades, Skateboards, etc.



We encourage students to ride bikes to school, and remind them that helmets, of course, are **mandatory**! Students must 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. Shoes equipped with wheels are not allowed. Thank you for reinforcing these safety measures with your children.

Cell phones, iPods and other Devices

We recognize that many students use cell phones and other devices to communicate with family and friends. These are helpful communication tools. If students have cell phones, iPods, or other technology devices at school, they must abide by the Chief Tomat School Code of Conduct and the Central Okanagan Public School's policy for Student Use of Electronic and Social Media (policy #486). We expect students to turn off all personal devices during instructional time and store all devices in backpacks for the duration of the school day. Parents, if you need to be in touch with your son/daughter during the day, please do not expect them to answer phone calls or text messages during class. Such activity can be disruptive. Instead, if there is an urgent message, please call the school office, and a message will be relayed to your child. The school cannot be held responsible for any items brought to school that are misplaced, lost, stolen, damaged, or broken. Devices used or involved in cyberbullying, intimidation, or for illegal purposes will be confiscated by the Administration. Students who do not abide by the School Code of Conduct will have their devices confiscated by School Administration.



Code of Conduct

A chart of behavioral expectations "the Matrix" has been established at Chief Tomat Elementary School. It is part of our Code of Conduct which is posted on our website and has also been printed into the front of the student agenda (Grades 1-5). Teachers will review the code of conduct during the first weeks of school, and we ask that parents review school expectations with their children at home as well.

Character education curriculum at Chief Tomat includes regularly monitoring and promoting positive behavior. We believe that appropriate behavior expectations need to be understood by all and that modeling appropriate behavior is the best method for teaching expectations. When student behavior is inappropriate, we seek first to listen to the student and try to understand his/her behavior. Every behavioral issue is an opportunity for both teaching and learning. We strive to deal fairly with each situation. "Fair" is not necessarily the same for every student. Disciplinary decisions made by teachers and administrators are made on a case-by-case basis and determined after a process which takes into consideration the developmental stage, history, needs of the student, seriousness of the infraction, and school safety. Students are always treated with respect and dealt with by maintaining a caring outlook of how to help/support. Consistent, fair, and logical consequences will be implemented when students violate the code of conduct. The details of a student's consequence remain confidential between student, teacher/administration and the child's parents/caregivers.

The following options and procedures may result as a follow up to student misbehavior:

- meetings
- written reflections.
- action plans
- restitution plans
- school service
- detention
- suspension
- temporary suspension of rights



Parents will be contacted when misbehavior escalates and/or is serious in nature. Major infractions of rights and responsibilities (substance abuse, fighting, vandalism, carrying weapons, theft, threats, and chronic misbehavior) will be dealt with in a serious manner. Prior to being categorized as major, chronic misbehavior will have been given due process: intervention from the teacher, counselor, administrator, and parents. Consequences for major infractions may include suspension and/or expulsion. In addition to our school-based guidelines and expectations, students and parents at CTE will be made aware that more serious violations of the Code of Conduct will be dealt with in accordance with Central Okanagan Public School's discipline regulations (Policy Reg. 5600). Parents will be informed of all serious issues and the process used for establishing appropriate consequences. Thank you, parents, for supporting the school's approach and decision with respect to consequences.

Restitution is an important component in the process of resolving issues and building our sense of community. Restitution requires the student to restore the relationships affected by his/her actions. Sometimes this means acknowledging the effects of the infraction, accepting responsibility for the behavior, investing time in rebuilding relationships, and compensating for damages done by the behavior. An important stage in the restitution process includes reflection.

RESPONSIBLE, RESPECTFUL, & READY

Chief Tomat Elementary School students are responsible for their actions, respectful of others and their surroundings, and ready to learn and participate.

	<u>Responsible</u> - for my actions	<u>Respectful</u> - of others and the surroundings	<u>Ready</u> - to learn and participate
All Settings	- I follow directions the first time - I take responsibility for my words and actions - I am aware of my surroundings and situation	- I use polite language and a respectful voice - I keep my hands, feet, body, & objects to myself - I help keep CTE clean, safe, & healthy	- I use Body Basics - I treat others the way you want to be treated - My actions are appropriate to my surroundings and situation
Classroom, Library and Computer Lab	- I follow the teacher's direction the first time - I focus on the task - I take responsibility for my words and actions - I use technology appropriately and with the teacher's permission	- I follow classroom routines and procedures - I act in a way that has a positive effect on your learning & others learning - When I use technology, it is for school work	- I use Body Basics - I am prepared with completed homework & necessary supplies - I use my inside voice
Gym	- I enter only with permission from a teacher - I use equipment correctly and safely - I ask permission to leave gym - I report injuries to teacher	- I demonstrate good sportsmanship - I play by the rules of the game - I help set up or take down equipment	- I use Body Basics - I have gym strip for gym - I wear your indoor gym shoes/runners
Playground/Fields	- I listen to adults the first time - I use the playground equipment correctly and safely - I line up immediately when bell rings - I return equipment I have signed out - I get permission to leave playground	- I keep hands, feet, body & objects to self - I take turns - I demonstrate good sportsmanship - I play by the rules of the game - I use respectful language - I act in a way that ensures everyone has fun	- I use Body Basics - I am dressed for the weather - I include everyone - I try to solve problems appropriately - I report true problems to the supervisor - I report injuries to the supervisor
Office	- I follow directions the first time - I know I must be invited to go beyond the counter	I use polite language and a respectful voice	- I use Body Basics - I have entered the office for a purpose - I have my phone pass - I use my inside voice
Hallway/Stairs	- I go directly to where I need to go - I am in complete control going up or down stairs - I know running or jumping is unsafe	- I walk on right side of hallways and stairs - I use my inside voice - I use line basics - I enjoy and appreciate other students' work with my eyes	I use Body Basics when using the hallway or stairs
Entrances/Exits	- I quickly line up when the bell rings - I use the entrance/exit assigned to my class - I remove my outdoor shoes when entering the school	- I keep hands, feet, body & objects to self - I give others personal space - I take head gear off when I enter the school - I use Line Basics when I enter or leave the building	- I use Body Basics - I have the materials I need when I arrive - I have the materials I need when I leave - I use my inside voice
Washroom/Drink Fountains	- I ask permission to leave the classroom - I use/Flush/Wash/Leave - I report problems to an adult immediately	- I keep restroom clean - I respect the privacy of others - I use my inside voice	- I use Body Basics - I wait quietly and patiently for my turn - I return to class quickly
Lunchtime	- I make healthy food choices - I keep my area neat and clean - I raise my hand and wait for permission to leave	- I keep hands, feet, body & objects to self - I clean up after myself - I use my inside voice	- I use Body Basics - I bring my entire lunch to my desk the first time - I use good table manners - I use my inside voice - I have chosen a quiet activity for when I have finished eating my lunch

Dogs

While we do love dogs, dogs are not allowed on school property for safety and health reasons. This is reinforced by City of West Kelowna Bylaw Enforcement. Exception: small dogs that are on a leash and carried by their owner, dogs that assist the visually impaired and dogs that are brought to school for special classroom events. Please seek permission from the school administration if bringing any pet to school for any purpose.

Dress Code

We teach students that our appearance demonstrates our respect for self and others. We ask our students to keep in mind that school is a "workplace." We request that students come to school wearing clothing that is appropriate and suitable for school. In cold or rainy weather, students must dress for outdoor play. Clothing or temporary tattoos featuring violent or offensive pictures or words or promoting alcohol/drug use, hatred towards others or disrespect are inappropriate for a positive school learning environment. CTE with the CTE Parent Advisory Council, considers the classroom a "place of business." Appropriate wear will be defined here as right and correct for the school setting and functions, conducive to learning, not distracting from or disruptive to the learning process, intimidating to others, make any other students or adults in the building uncomfortable. Therefore, beach wear' (e.g., bathing suits, tops with bare backs/ midriffs/belly buttons, short shorts, bare feet) is not appropriate. (NOTE: Students may be asked to change or cover up). Hats are to be removed indoors. Make-up is not appropriate for everyday student wear.



Emergencies

Parents 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) at home or at work. Thank you, parents.

In case of illness, serious accident, or head injury, parents are contacted. If your child is ill, we will phone the parent 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. 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.

In the event of a fire, earthquake, lock-down, or bomb threat at the school, we will follow procedures outlined in school and district procedures which are practiced with students during drills carried out throughout the year. During such emergencies, School District officials will be contacted to assist in making decisions related to students' safety. All parents will be contacted if a decision is made to send children home.

Field Trips

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. A form must be completed and signed by the parent prior to the field trip day(s). **Please check your child's backpack on a daily basis for field trip forms and other information that comes home so that your child may participate in all events. Thank you, parents.**

Parent volunteers are often needed to help with a field trip. When volunteering, parents are required to complete the Volunteer Declaration Form and Criminal Record Check well in advance of the planned Field Trip Day.

At times, there may be a request for money to be sent to school with the child to help cover the costs of bus transportation or entry fees to facilities. When this is the case, a letter will come home in advance from the classroom teacher. Inability to pay does not prevent a child from participating in a field trip. Please see the School Principal in cases of financial hardship. Partial payment, or payment over time may also be options. In addition, please be aware that **field trips are optional. 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.



Head Lice

Parents of students with head lice are contacted by the school office. Students must be treated for the condition before returning to school. After treatment, students are welcome to return to school. Parents, 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>

Homework

Intermediate students should make a regular routine of homework for about 30 minutes each day. Homework time can be used to finish in-class work, review notes, study for tests, read, work on special projects, or organize materials.



Primary students have smaller amounts of assigned homework. Parents are asked to read to or with their children each day as part of our Home Reading Program. A regular, daily reading program is a leading indicator of success at school. Students may be asked to finish work or catch up on missing assignments at home if they are absent. Parent support is much appreciated.

Internet Use / Use of School Technology

The purpose of using network services and digital technologies while in educational settings is to engage in responsible educational activities. Therefore, the use of personal technology devices, school technologies, and district network services requires students to 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.

- Some examples of responsible use with district and personal devices include the following:
- Act responsibly when accessing technology and district networks, including the Internet in their school.
- Use technology equipment and property according to all applicable rules and with care and respect.
- Engage in appropriate use as directed by school staff.
- Respect the safety and privacy of self and others and do not provide personal contact information about themselves or other students.

- Treat others with respect and kindness when using digital devices and network services.
- Respect resource limits of the network services and do not engage in activities that jeopardize the integrity, security, or performance of the network.
- Understand the importance of privacy and security and take all reasonable precautions when accessing network services and digital technologies.

The use of Personal Technology Devices, School Technology, and District Networks is a privilege and usage may be revoked at any time for inappropriate conduct. Schools will not be held responsible for any misplaced, lost, stolen, or broken items brought to school by students. Use of network services and digital technologies which violate the terms outlined in policy and/or the School's Code of Conduct may result in serious consequences including definite or indefinite suspensions and/or police intervention.

"Kiss and Go"

Are you driving your child(ren) to school and dropping them off? If yes, here's what you need to know. Each morning, our traffic circle will host a "Kiss and Go" drop off area; a process by which traffic follows a prescribed route from the entrance gates through to the drop spot. Once at the drop spot at the loop near the front entrance, staff/trained student volunteers will open the car door, your child (ready with backpack, coat, books, etc.) will exit the car safely, and you continue on to your destination. There is no parking in the Kiss and Go loop, please. We are hoping this system will be efficient and keep our children safe.



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. Parents, please let your child's teacher and the office know if, for any reason, your son/daughter will go home for lunch. If parents 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 Primary classrooms have Lunch Leaders (students from Grades 4 – 5) who may assist the younger ones with finding their belongings, opening containers, etc.

“Hot Lunch”

The Hot Lunch program is offered Monday, Tuesday, Thursday, and Friday by CTE. (Separate pizza sales generally happen every Wednesday with proceeds going to school programs.) A menu is sent home 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 a paid Chef who have “Food Safe” certifications. These lunch programs are entirely optional.



Medical Concerns of Students

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.



Medication 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 and doctor. Please contact the school directly if your child requires medication or special medical attention. The procedure outlined here must be adhered to:

1. Parents must complete a “Request for Administration of Medication at School” form. It must be signed by parent and the physician.
2. The school maintains a record of administering the medication.

3. Medications are stored in the school office or 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.

Poor 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.

On chilly days, we remind students to “bundle up”, and to embrace all types of weather! We're Canadian, we do cold weather!



School Supplies

We encourage parents to buy school supplies through the School District. One payment of \$35.00 in September will



provide your child with all necessary school supplies for the year, including 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.

Payment is due by the last school day in September. In cases when payment of the fee is impossible, please contact the school principal to make alternate arrangements. Please contact the school office if you choose not to participate in the school's Supply Purchase Program.

Cultural Fee

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.



Student Fees

TOTAL COST is \$45.00 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.

**School Supplies and cultural fees:
Grades K – 5: \$45.00**

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.

Snowballs



Like ALL schools in the district, Chief Tomat is "snowball-free". This rule is enforced to ensure the safety of all students, staff and parents, 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 consequences will follow.

Supervision of Students

Staff members supervise students outdoors in the morning (from 7:55 – 8:25), during the afternoon recess, and from 2:30 – 2:45 each day. Parents are asked to arrange their children's school arrival and departure to coincide with these times. Thank you, parents!

Home and School

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.

Lost and found.

CTE has a lost and found area. Parents and students are welcome to come and look through these items at any time. During holiday breaks, any unclaimed articles are donated to a local charitable organization. Small items (coins, keys, eyeglasses, etc.) are often found and brought to our school office. These are stored inside the office. Check with Mrs. Griffin, our secretary, if small or more costly items have been misplaced. Due to the possibility of theft, damage or loss, we ask that electronic devices are NOT brought to school.

Wolverine Weekly (Newsletter)

Parents for whom we have a current email address are sent the Wolverine Weekly. It outlines events for the upcoming week, and reminders for weeks ahead, plus it contains District and community information, and points of interest. We also post this newsletter on our website where you will additionally find information such as:

- Chief Tomat Code of Conduct
(Also included in student agendas for students in Grades 1-5)
- Family Handbook
- Tips for homework help & community resources.

P.A.C. / Parent Volunteers

Congratulations! Every parent of a Chief Tomat student is part of the Chief Tomat Parent Advisory Council (PAC). At CTE, we need and value our parents!

Volunteers: Chief Tomat relies on parent volunteers to run many of our events and programs. The PAC meets each month to share information about school programs, gather ideas from other parents and listen to updates about special projects. These meetings are fun, interesting, and open to ALL parents. Please come and bring along a friend. The PAC Executive looks forward to working with all parents to make this a terrific year! Please watch for additional communications from the PAC posted on the school webpage or sent home with the children.

Report Cards and Parent-Teacher Conferences

Information about students' progress and next steps is shared at least five times during the school year. Conferences and report cards are designed for this purpose. Dates for conferences are sent home in the annual school calendar and in the Parent Week-at-a-Glance, as well as scheduled through the classroom teacher.

Report cards are sent home at three times during the school year. In addition to having the school contact the parents regarding a child's progress, parents are welcome to contact their child's teacher at any time.



School Photos

In the Fall, individual student photos are taken by a professional photographer. Dates for these photos are advertised well in advance of photo day. Photo package costs vary slightly from year to year. Retakes, if needed, are also taken in the Fall. The photo packages are usually ready for Christmas gift giving. Please note: the sales of photos are not a school fund-raiser nor does the school organize the sale of photos.

In the Spring, all students at our school receive a free "class photo" following class photo day.

CHIEF TOMAT ELEMENTARY STAFF: 2022-2023

(Updated August 25, 2022)

OFFICE STAFF:

Principal: Mr. Ryan Ward
Administrative Secretary: Mrs. Taneil Griffin
Office Clerk: Mrs. Susan Wright



TEACHING STAFF

Primary

Mrs. A. Edstrom
Ms. N. Robertson
Ms. J. Mitchell
Ms. L. Sheehan/Goodmanson
Ms. T. Gibson
Ms. C. Lwowski
Mrs. S. Davis
Mrs. J. Morrison

Intermediate

Ms. R. Robbins
Mrs. Oltsher
Mrs. J. Summerland
Ms. A. Madson
Mrs. A. Lane

CERTIFIED EDUCATIONAL ASSISTANTS:

Ms. K. Howanyk
Mrs. K. Fitzgerald
Ms. T. Joslin

Mrs. S. Borba
Mrs. K. Lalande
Mrs. K. Giles

CUSTODIANS:

Mr. Dunn

Mr. Ritchie

Ms. Rummel

SOCIAL EMOTIONAL TEACHER:

Ms. C. Adams

SUPPORT STAFF:

Learning Assistant: Mrs. T. Stafford
Literacy Support: Ms. L. Goodmanson and Ms. Hammerschmidt
Teacher Librarian: Ms. S Brew
Library Assistant: Ms. S. Wright
Physical Education Prep teacher: Ms. C. Jeffrey

INDIGENOUS ADVOCATES:

Mr. Nilsson

Ms. Jervis

DISTRICT STAFF:

Counsellor: Ms. Knox
Resource Teacher: Ms. Zumbo
ARC: Ms. Gabora
Speech and Language Pathologist: Ms. Preston