

Parent/Student Handbook



OSOYOOS ELEMENTARY SCHOOL

“Everything you do today will make a difference in our world tomorrow.”

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PRINCIPAL'S MESSAGE

Dear Parents and Students:

Each year I look forward to working with the dedicated, hard-working, professional staff, the Osoyoos children and families and the many educational partners that support our learning community. As well, I look forward to continuing to learn more about OSE's culture and traditions and seek to build positive relationships with parents and community members.

In the 2018/19 school year we will continue to provide a strong educational program with specific attention to Literacy, Numeracy and Social Emotional Learning. We will also nurture the development of resiliency, self-regulation, social skills and social responsibility through programs such as MindUP, Roots of Empathy, and Community Service, to name a few. This year's Student Achievement Plan will focus on four areas:

- **Community Conscious Learning** – Valuing alternative learning environments and empowering autonomy for learning through a different lens.
- **Connections** – Will providing opportunities for our school community to participate in relationship building activities increase their attachments and connections to each other, the school and the community?
- **Resiliency** – Will we see an increase in student resiliency through the explicit teaching of strategies and by providing risk taking opportunities in a safe and fun environment?
- **Teaching Strategies** – How do we help students feel empowered in their learning and increase their basic skills while honouring and building on their interests and passions?

A copy of the new Student Achievement Plan will be placed on our new website in September.

We encourage all parents and guardians to take an active role in their child's education. Together, we can provide your child the support and direction he/she needs to lead a successful and rewarding life.

Best regards,

David Foster

ABOUT OUR SCHOOL AND DISTRICT

Osoyoos Elementary School is the center of learning and extra-curricular activities for approximately 340 students from Kindergarten through Grade 7. OSE staff of approximately 30 teachers and support workers reflects the community's belief that our children must have an excellent well-rounded education. We are a full service and integrated school offering services to students of all abilities.

We are part of the Okanagan-Similkameen School District (#53) which encompasses the Keremeos, Okanagan Falls, Oliver and Osoyoos areas. We have a total of 10 schools in our district with the district office in Oliver where personnel will be more than happy to provide you with information related to services offered throughout the district.

School Administrative Staff

Principal: Mr. David Foster

Vice-Principal: Mrs. Amanda Jones

School Secretaries: Ms. Karie Remple, Ms. Donna Mikulecky

School Telephone: **250-495-7248**

Office Hours: 8:00 A.M. - 3:30 P.M.

Mailing Address: Box 580, Osoyoos, BC, V0H 1V0

Street Address: 8507 - 68 Avenue, Osoyoos, BC

District Administrative Staff

Superintendent: Mrs. Bev Young

District Principal of Student Support: Mrs. Shenda Benoit

School Board Office Telephone: **250-498-3481**

Osoyoos Elementary School Staff

<u>DIVISION</u>	<u>GRADE</u>	<u>ROOM</u>	<u>TEACHER</u>
1	K	250	Mrs. Kunz
2	K/1	249	Mrs. Bayda
3	1	244	Mrs. Stene
4	1	247	Ms. Snow
5	2	112	TBD (Mrs. Fonteyne/Mrs. Jones)
6	2	111	Ms. Dvorack
7	2/3	230	Ms. Dias
8	3	231	Mrs. Bento
9	3	219	Mrs. Langley
10	4	226	Mrs. Currie
11	4/5	225	Mr. Bayliss
12	5	224	Ms. Maxwell
13	5/6	221	Mr. Lewis
14	6	229	Ms. Oskam

15	6/7	220	Mr. Palmer
16	7	223	Mrs. Pearson

Administration
 Mr. Foster, Principal
 Mrs. Amanda Jones, Vice Principal

Learning Assistance Mrs. Crowe-Smith, Mrs. Dulcetta, Mrs. Chase
 English Language Learning Mrs. Crowe-Smith, Mrs. Dulcetta, Mrs. Chase
 Consulting Resource Teacher Mrs. Dulcetta
 Behaviour Support/Library Mrs. Jones
 Hockey Academy/Prep Mr. Miller
 Child Care Worker Ms. Douglas
 Education Assistants Mrs. Liebel
 Mrs. Saunders
 Mrs. Prasad
 Mrs. Bolland
 Ms. Douglas
 Mrs. McKinnon
 Mrs. Vallis
 Aboriginal Support Mrs. Havig
 Strongstart Facilitator Mrs. Garnham
 Crossing Guard Mrs. Burton
 Lunchtime Supervisor Mr. Parsons
 Custodial Mr. Richter
 Mr. Colin
 Bus Driver Mr. Andres

Local School Trustees

Mrs. Marieze Tarr 250 – 498 - 3481
 Mrs. Casey Brouwer 250 – 485 - 8478

OSOYOOS ELEMENTARY DAILY SCHEDULE

8:25	Welcome Bell
8:30	Classes begin
9:55 - 10:10	Recess
10:10	Classes resume
11:50-12:38	Lunch
12:43	Afternoon classes begin
2:30	Dismissal

SCHOOL MISSION STATEMENT

"We are a harmonious school community, where all are valued and respected. We will work collaboratively and compassionately to foster a sense of pride in all our achievements great or small."

School Beliefs

At Osoyoos Elementary, we have developed a set of beliefs which we feel reflect the core values of our community. The emphasis on values reminds all of us in the school community not only of our rights but also of our obligations to the social contract or the ideal we desire in the school.

We believe in:

- making our school a safe place
- doing our best
- respecting ourselves, others and our environment
- taking responsibility for our actions
- supporting one another
- learning from our mistakes

School Plan

Each year, the staff of Osoyoos Elementary look at a variety of data to define goals and rationales in specific programming area in a continuing cycle of improving student achievement. From these goals and rationales, strategies, indicators of success and structures will be developed to help all educational partners reach the goals set in the School Plan. See the Student Achievement Plan Document on our website.

MINISTRY OF EDUCATION: Mission Statement:

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

Principles of Learning

Three important principles support both the primary and intermediate program framework. They are intended to guide all aspects of education practice including curriculum, instructional planning, school and classroom organization, assessment, evaluation and reporting.

- Learning requires the active participation of the student.
- People learn in a variety of ways and at different rates.
- Learning is both an individual and a group process.

PARENT ADVISORY COUNCIL MESSAGE

Welcome to the new school year at Osoyoos Elementary! If you're a parent or guardian of a child attending the school, you're automatically a member of the Parent Advisory Council (PAC). Monthly meetings provide opportunities to hear school and district news from our administrators and school board trustees. The meetings are also a chance to enhance your children's school experience through discussion of ideas for curriculum or activities. Why not become a part of your child's school experience - start by coming to our first PAC meeting which will be announced in our first newsletter in September. Check out the PAC Bulletin Board near the office or stay connected via e-mail. Have a great year - and get involved, for your kids' sake!

PAC Chair

PARENT HELPERS

There are many opportunities within the school for parents to volunteer their time to help out. If you would like to be a parent helper, either in a group with your own child or elsewhere in the school please contact your child's teacher or the office to discuss how you could be involved. Possibilities include:

- Sharing or teaching a particular skill or area of expertise with a class or individuals.
- Reading with students
- Acting as a mentor for a child with a special talent or gift
- Helping teachers with bulletin boards, art projects, field trip
- Sponsoring special clubs or assisting with sports programs

You will be required to complete a volunteer criminal record check. For more information, please contact the school office.

FIRE/EARTHQUAKE/LOCKDOWN DRILLS

We are required by law to conduct safety drills for all students in both the fall and spring terms. All students are evacuated by regular routes with date and drill times recorded.

SCHOOL SUPPLIES

All primary students are required to pay for school supplies. Payment should be made within the first week of school. Intermediate students must purchase their own supplies. Some items can be purchased from the school office. Supply lists and school fees can be found on the school website.

Band:

Programs for Grade 6 and Grade 7

Rental of Instruments. (If renting school instruments there is an annual fee of \$100.00 to be paid, prior to receiving school instruments, which covers repairs and cleaning) Buy reeds, band books, etc. at the office.

Gr. 4 & 5 Music:

Recorders purchased at the office.

Gym Strip

PRIMARY: need running shoes for P.E. and are encouraged to wear shorts and a t-shirt.

INTERMEDIATE: are required to have running shoes, appropriate fitting shorts and t-shirts.

For students who take part in school sports teams, this is a requirement.

COMMUNICATION to parents

Newsletters - These are emailed home monthly and are posted on our website. They include information about all aspects of school life: Upcoming events, PAC information, school activities, lunch program, important dates on the calendar, and community information. Please phone the school office if you are not receiving the school newsletter.

News Flash - This special communication is sent home periodically when urgent or immediate messages need to be passed to parents.

Class Newsletters - Teachers frequently send home information about class activities, projects or field trips.

Website - The school has its own website which contains important information for parents. Please visit our site at www.ose.sd53.bc.ca.

Student Photos

As in the past, we will have a preview package for school photos. Two snaps of every child are taken and the proofs are sent to parents. Parents can then decide if and what they may want to order. We will have class photos taken in the spring when we can take advantage of the outdoors. School photos are taken by Mountain West Studios.

Communication from parents

In the case of an emergency or for essential information, it is possible to get a message to your child through our office. However, please plan ahead and do this only when absolutely necessary. Our office is very busy and often has only one clerical staff on duty.

Reception Information

Should you need to phone the office, and no one is available, please note that the answering machine will be on to take your call after six rings.

ATTENDANCE

Regular attendance is essential if your child is to receive the full potential from his/her educational program. Children who are frequently absent miss important instructional time when class discussions and pupil/teacher interactions take place. Working with other pupils, learning to express one's own ideas and listening carefully to other's ideas are also important in a child's overall educational development.

Absentee Check Program

Parents are required to contact the school whenever their child is going to be absent, either beforehand or between 8:00-8:25am in the morning. The contact can be by letter or by phone. There is an answering machine in the office, so parents are able to leave a message any time, night or day.

FAMILY INFORMATION

It is very important that the school be kept informed at all times of the home address and telephone number and a cell phone or emergency telephone number where a parent can be reached. Please notify us when there are any changes in address, phone number, or persons to call in an emergency in order that we may have authorization and information as to what we are to do in case of an emergency with your child.

REPORTING STUDENT ACHIEVEMENT

A new, draft Student Reporting Policy from the Ministry of Education is being phased in during the 2018-19 school year. With the use of FreshGrade, Parent Teacher Conferences and year-end summative paper report card, Osoyoos Elementary is already meeting the requirements of this new policy.

FreshGrade and Progress Reporting

OSE is moving into its fourth year of using FreshGrade as our means to communicate student progress to parents in a consistent, timely manner. If parents have questions or require help with using FreshGrade, please contact Mr. Foster, dfoster@sd53.bc.ca or Mrs. Jones, ajones@sd53.bc.ca.

Individual Education Programs (I.E.P.)

For a variety of reasons, no fault of their own, some students are unable to meet the criteria of a course at their grade level and it would be unfair to expect them to. In these cases, the student is placed on an I.E.P. or individualized education program which is designed to meet the needs of that student. These programs are discussed with the parents.

PARENT CONFERENCES

It is important to note that a parent may request an interview with their child's teacher at anytime during the school year. However, we do hold two formal sets of interviews twice

yearly. The conference may be requested by the teacher or the parent and is scheduled through the office. A form with a date and time will be sent home prior to the conference dates.

ACCIDENT OR ILLNESS AT SCHOOL

When a child hurts himself/herself or gets sick at school we do the following, depending on the seriousness of the situation.

Minor :	- Minor first aid/comfort	Major:	- First aid
	- Lie down briefly in sick room		- Call to parents/emergency contact
	- Call to parents, if necessary		- Ambulance will be called
			- Complete accident/illness report

STUDENT SUPERVISION

Students are under the supervision of our staff from 8:00am until 2:35 pm during both in class time and also before school, at lunch and until the bus leaves after school. Teachers, Education Assistants, Supervisors and Administrators share this responsibility and take it very seriously.

Closed Campus Policy

For reasons of supervision and security, we have a “closed campus”. Unless students regularly go home for lunch, they are not allowed off the school grounds from the time they arrive until they leave again in the afternoon. The only exception is when the caregivers sign the student out from the office.

School Crossing Guard

We have a crossing guard at Main Street and 87th Street every day - 7:30-8:30 am and 2:30-3:30 pm. All students who walk from the other side of Main Street should be using the guarded crossing. Also, we have a staff member and trained crossing guard students in place at the front of the school during drop-off and pick-up times to help ensure student safety around vehicles.

TRAFFIC AND BIKE SAFETY

Please discuss road safety with your child with the opening of school, the following rules and guidelines are especially important.

1. Pedestrians walk on the side of the road, preferably on the left, facing traffic.
2. Bikes should be ridden on the road, not the sidewalk, and follow regular traffic rules.
3. Bicycles must be walked across the patrolled crossing on Main Street.
4. Use of Skateboards/Roller blades/Scooters are not permitted on school grounds. Those used for transportation to/from school must be stored for the day in the designated area in the office.
5. All bikes will be parked in the area provided and should be locked.

***Bike racks are out of bounds during the day.**

Drop-Off & Pick-Up

When dropping off students, please proceed to the furthest part of the student drop-off (yellow) zone in front of the school. Please do not park, drop-off or pick-up students in the fire (red) zone or pass vehicles on the left side while in the inner parking lot. There should be no cars left unattended in this area. Parking is available further down the street by the Sonora Centre. As well, the lane behind the school is for busses only; no private vehicles should be on this loop that comes off of Kingfisher Rd.

STUDENT BEHAVIOUR & DISCIPLINE

Students are expected, at all times and at all school activities, to follow the code of conduct of the school. This includes going to and returning home from school, and at all games and functions whenever and wherever held. The code of conduct is based on our school beliefs and is actively taught in each classroom at the start of the school year and reviewed periodically by the teacher. To create a climate where discipline is effective, we focus on creating a school where the student can feel needed, valued and responsible. In such a school, the students are encouraged and supported to be responsible and accountable for their behaviour. Actions are owned by the individual students: they cannot blame the environment, parents or peers for their behaviour. Our rules and discipline plan reflect our belief as a school that we must help our students to become responsible and caring citizens of both the school and community.

HOW TO HANDLE A CONCERN

From time to time, you may have a concern that pertains to a classroom or school situation. We request that you first approach your classroom teacher. If the problem cannot be solved at that level, the school administration should be consulted. If the problem continues, the Superintendent of Schools can be contacted at the School Board Office. In the vast majority of situations, a cooperative spirit on the part of all involved will result in a positive, constructive solution at the classroom level.

CODE OF CONDUCT:

Statement of Purpose

- To continue to provide a respectful, caring, and safe environment at Osoyoos Elementary School.

Conduct Expectations

Acceptable Conduct

- respecting self, others, and the school
- helping to make the school a safe, caring, and orderly place
- telling a staff member about incidents of bullying, harassment, and intimidation
- getting involved in learning activities on time
- helping make our school a better place

Unacceptable Conduct

Behaviours that:

- interfere with the learning of others
- interfere with an orderly environment
- create unsafe conditions

Acts of:

- bullying, cyber bullying, harassment, or intimidation
- physical violence
- retribution against a person who has reported incidents

Illegal Acts, such as:

- possession, use, or distribution of illegal or restricted substances
- possession or use of weapons
- theft or damage to property
- Being 'discrimination free' as defined by BC Human Rights Code
- Honouring School District 53 Student Conduct & Discipline Policy (F-3)

Rising Expectations

- increasing personal responsibility and self-discipline
- use of the progressive discipline model for inappropriate behaviour

Consequences

- responses to unacceptable conduct are consistent and fair
- disciplinary action relates to the infraction and is preventative and
- restorative in nature, in line with School District 53 Student Conduct & Discipline Policy (F-3)

Notification *(may be one or more of the following educational partners, depending on severity and progressive discipline model direction)*

- parents/guardians of student offender(s)
- parents/guardians of victim(s)
- school officials
- police &/or other agencies
- all parents (if a community alert)

CELL PHONE AND TECHNOLOGY POLICY

Technology such as cell phones and hand held devices are here to stay and are a powerful tool of education and fun. Our rules for their use are simple. Once at school they should be shut off and secured safely in the child's bag or locker. To and from school usage is fine. Devices may be used during school time with individual teacher's permission and supervision. We regularly encourage students to bring their own device to school for school projects. Again, these are only used at the teacher discretion. If cell phones are becoming a disruption the school will temporarily confiscate phones until the end of the day or until a parent pick up.

WEAPONS, VIOLENCE AND INTIMIDATION POLICY

Osoyoos Elementary School endorses the School District's policy of "Weapons, Violence, and Intimidation", in promoting a safe and secure environment for students. Weapons and violence cannot be tolerated on school premises. The Criminal Code of Canada, Section 82 states that: "weapons means (a) anything used or intended for use in causing death or injury, or (b) anything used or intended for use for the purpose of threatening or intimidating any person, and without restricting the generality of the foregoing, includes any firearm as defined in Section 82". Weapons of any kind are strictly prohibited on school premises, school buses or during any school activity. The possession of any instrument designed to inflict injury or to intimidate another person or to create fear in someone is strictly forbidden. Failure to abide within the bounds of this policy will result in serious consequences for offenders. The weapons policy will be reviewed with students throughout the year.

NO SMOKING POLICY & DRUG FREE ZONE

School District #53 has a **no smoking policy** for all schools in the district. This means there is no smoking anywhere in the schools or on school grounds at any time. This includes vaporizing products.

DISCIPLINE POLICY

Student behaviour is a joint responsibility of the student, home and school. The discipline policy is based on sequential steps of consequence which allow the student to take ownership of their behaviour and take steps to "fix it". This policy applies to students who have been referred to the office for disciplinary action due to a major breach of our school's Code of Conduct or who have demonstrated an unwillingness to deal with minor infractions. Parents are contacted for home follow-up in most cases. The student may be assigned to the office until they have completed their consequence. A step may be repeated a number of times depending on the situation. As a student moves up through the steps of consequences, the parents will be required to take a greater role in helping their child change the behaviour.

The principal, vice-principal or designate reserve the right to adjust the discipline action at his/her discretion.

Referrals to the Office:

1. Warning Stage: Behaviour and future consequences are discussed with the student.

2. Discipline Slip sent home for parent to sign.

Depending on the severity of the infraction, parents may be asked to come in for a conference with the vice-principal or principal.

3. In-School Suspension: The student loses his/her out-of-classroom free time. The student reports to school administration upon arrival at school, recess, and lunch hour, where they are isolated from the rest of the student body. Parents are contacted and requested to attend a conference with the principal and others involved. The student must complete an in-depth plan of action.

Note: In some cases, such as when a student is disruptive in the classroom, the student may be removed from the classroom for a period of time.

4. Out-of-School Suspension: The student is not allowed to attend classes or school functions or use school facilities for the period of the suspension. Parents must be contacted by phone or in person and receive letter of suspension. Parents must attend a conference with the Principal or Vice-Principal. This action is used only when the safety of the child and/or others is considered to be in jeopardy and/or when other means of modifying undesirable behaviour having not been successful.

5. Referral to School District Discipline Committee.

In these serious cases, this committee will mandate conditions in order for students to return to school.

6. Lunchtime Suspension: If a child repeatedly causes behaviour problems at lunch, especially bullying, they may not be allowed to be at school during lunchtime. This will be the responsibility of the parent to pick up and supervise their child. The length of suspension will depend on severity of the infraction and discretion of administration.

SCHOOL BUS Behaviour expectation POLICY

Students who travel to school by school bus are required to behave in ways which ensure their safety, both at the bus stop, in the bus, or while waiting for the bus at school. Student behaviour, while traveling on the bus or waiting at the school or the bus stop, is subject to regular school rules and will be enforced by the school supervisor and the bus drivers. In the case of misbehaviour on the bus, a child may be given a bus discipline slip which must be signed by the parent and returned to the driver before the child is allowed to ride the bus again. A second offense will result in loss of bus privileges for three days, and a third offense will put the student off the bus for a week. The children all know what is expected and how important good bus behaviour is for the safety of all. Insurance regulations prohibit students from carrying large

objects on the bus with them. Items such as large musical instruments, baseball bats or hockey sticks will not be allowed on the bus.

Kindergarten: You are required to meet your child at the bus stop. Your child will NOT be dropped off unless a parent or guardian is there. Parents should call the school immediately if their child does not get off at his/her scheduled stop.

All students, including bus students, are expected to go straight home after school unless they are staying to work with their teacher or are involved in a school activity. Children should not be missing the bus to stay and play. Please discourage this with your children as it creates extra supervision problems for us.

OPEN DOOR POLICY

We have an open door policy at our school. This means that you may drop in at any time to visit or to contact your child, teacher or administrator. Some considerations are important:

- **ALL visitors are expected to check in at the office.**

- The classroom is the workplace of the teacher and students. Common courtesy dictates that you arrange with the teacher for a visit.
- Teachers can't just drop everything to meet with a parent. If you have to discuss a matter with the teacher, please make an appointment.
- Respect the student's right to confidentiality at all times.
- All doors, other than the main public entrance, will be locked during instructional hours.

PERSONAL PROPERTY

Students should not bring large amounts of money, ipods, cell phones, or other valuables to school. Students, not the school, are responsible for their personal property. At the discretion of the classroom teacher, students are allowed to bring laptops, ipads and hand held devices that are used for learning purposes.

DRESS CODE

The home and school need to cooperate in the matter of dress. School is the child's place of business, and children who are dressed in appropriate school clothing seem to do a better job. All students are expected to dress appropriately for school. The following are not allowed at school:

- any clothing that advertises alcohol, drugs, cigarettes, or that have inappropriate or derogatory messages.
- clothing such as open-armed spaghetti-strapped tops, fishnet shirts, tops with bare midriff or back, tight shorts or short shorts are not acceptable school wear.

HOME STUDY

Home study is a bridge between school and home, reinforcing or supplementing what has been taught in school. It also develops initiative, independence and responsibility. In general, teachers assign homework to support instruction that is going on in the class, to give children who need it some extra practice, or to allow the completion of assignments not finished in class. Home study assignments, in manageable quantity plays an important role in a child's learning. Studies have shown that beginning home study at an early age with children is very beneficial. Normally, no more than thirty (30) minutes should be given to Primary and sixty (60) to intermediate.

Some guidelines for parents are

- **Work together.** Sit down with your children and establish ground rules on which you can all agree. Decide together on where, when and how home study is to be done.
- **Set aside time to do home study.** For every family this will vary. If evening activities are scheduled, home study should be completed before leaving.
- **Remember that home study is your child's job.** However, in the early years children need adult guidance and lots of encouragement. (If your child is really lost, help him/her but write a note to the teacher about the difficulties your child experienced. It is important the teacher knows.)
- **Be consistent.** Doing home study should become as inevitable as the sun setting. Even if there is no assigned home study, have children take 15 minutes to review math facts or spelling words.

