

n'kmaplqs i? sn'mamaya?tn i? k'l sqilx<sup>w</sup>tət  
Cultural Immersion Program

## Student/Parent Handbook 2020-2021



### **MISSION STATEMENT**

*nkmaplqs i? sn'mamaya?tn i? k'l sqilx<sup>w</sup>tət instills pride and inspires success in our children through excellence in collaborative academic learning with a focus on traditional language and cultural teaching.*

Phone: 250-260-3616

Email: [okibcis@okanagan.org](mailto:okibcis@okanagan.org)

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## Our Vision and Goals

- Our children to have access and excellent learning outcomes with respect to Okanagan language, knowledge and culture
- Our children to have access and excellent learning outcomes related to BC Provincial School Curriculum and to world knowledge
- Our children to learn in a safe, comfortable, and supportive environment
- An education that reinforces our Okanagan Language & Culture, and traditions
- Prepare our children for further education and career choices
- Our school, our teachers, and total learning environment to reinforce, appreciate, and provide a range of learning opportunities
- To restore confidence in the accumulated knowledge and wisdom of our ancestors, our grandparents and parents.

## Message from Administrator

On behalf of all the staff at the Okanagan Indian Band Cultural Immersion School I would like to welcome you to the 2020-2021 school year! With COVID-19, we have big changes for our school this year! We have moved the Grade 6/7 classroom to the New Horizons building as their classroom did not have enough space for all students and staff. The Grade One class has moved to the Daycare with the Kindergarten class for the interim until a new Kindergarten teacher is hired.

Please review the School Calendar to familiarize yourselves with the specific dates of school closures for holidays and Professional Development days, etc. We issue our "Monthly Calendar" at the beginning of each month with any additional field trips and closures.

Our school offers research based direct instruction programs as well as programs that emphasize traditional Okanagan history and sqilwx<sup>w</sup> connections. We are fortunate to employ a wonderful team of teachers, language instructors, and CEA/EA's whom are nurturing, and strive to deliver quality programs. We believe that optimal learning can only take place in an environment that is enjoyable, safe, orderly, and caring. We value good manners, hard work, honesty, and respect.

We welcome and encourage you to take an active role in your child's learning! Please share any concerns and suggestions you may have so that together we can strive to improve the learning environment for our children.

The school handbook is designed to answer questions parents may have and is to be used as an ongoing reference. If you require additional information, please call or email us and we will be pleased to provide it.

Way'  
Tanya Saddleman-Joe  
Vice Principal

# History

When the Daycare opened in 1997 it included a Full Day Kindergarten Program. In 2006 the Okanagan Indian Band decided to expand the Kindergarten to include Grades 1 through 4 and it operated out of the portable at Six Mile. During this first year, 14 students enrolled and a teacher and an Elder were hired.

In September 2007 the school expanded to Grade 5 and then to Grade 6 in September 2008. The Immersion school went through the FNSA School Assessment process and was certified along with the Preschool and Kindergarten programs. In 2010 the school was granted an expansion to include Grade 7 and during this year classes moved over to the building that it is housed in now. This was also the first year that the Province of BC and Ministry of Education agreed to pay for Non-Status Indian students. In 2012 in coordination with FNSA we began using their Data Records and User Management System to primarily track student attendance and report card grades.

In 2015 the First full-time Principal was hired for the school and we have had a Principal or Vice Principal in place since. In September 2016 the Grade 1 class moved to the Kindergarten classroom that operated out of the Daycare building, thus the Cultural Immersion School began to serve Grades 2 through 7 in its current location. In June 2018 the first children who attended our school in Grade 1 when the school opened graduated from High School.

In the 2018-2019 school year there were 25 students enrolled, a full time and part time Language Instructor, an Elder, 3 certified Teachers employed, 1 Certified Education Assistant, 2 Education Assistants, a Cook, a Bus Driver, and an Administrative Assistant.

## Immersion School - High School Graduates List

**2015** – Mary-Rose Cohen & Lindsay Oppenheimer

**2016** – Emma Cohen, Maryam Jack, Malachi Lampreau, and Kara Ross

**2017** – Yetko Robins, Maura Tamez, and Stephane Richard

**2018** – Maria Alexis, Matthew Jack, and Emily Wilson-Francois

**2019** – Juanita Big Plume-Bonneau, Sienna Belanger-Lee, and Willy Cohen

**2020** – Jewel Jensen, Sapion Joe, and Keanu Louie

## 2020-2021 School Calendar

The school generally follows the same calendar as School District # 22 which includes closures for:

- Professional-Development days – Seven each school year
- Winter and Spring Break – 2 weeks each
- Statutory holiday closures including Indigenous Day on June 21<sup>st</sup>
- Band School Conference – Dates change year to year and usually for 2 days

Occasionally the school may close for community funeral services, OKIB office closures, and other unforeseen emergencies.

Overview		
School opens	Monday	September 14, 2020
Thanksgiving	Monday	October 12, 2020
Remembrance Day	Wednesday	November 11, 2020
Last day before Winter Vacation	Friday	December 18, 2020
School reopens after Winter Vacation	Monday	January 4, 2021
BC Family Day	Monday	February 15, 2021
Last day before Spring Vacation	Friday	March 12, 2021
School reopens after Spring Vacation	Monday	March 29, 2021
Good Friday	Friday	April 2, 2021
Easter Monday	Monday	April 5, 2021
Victoria Day	Monday	May 24, 2021
Last day for students (dismissal at 10:00am)	Thursday	June 29, 2021

Non-Instructional Days = Students Not In Session		
Professional Development Day	Monday	September 28, 2020
Provincial Pro D Day	Friday	October 23, 2020
Professional Development Day	Thursday	November 12, 2020
Professional Development Day	Friday	November 13, 2020
Non-instructional Day	Monday	January 27, 2020
Okanagan Zone Pro D Day (subject to change)	Friday	February 12, 2021
Professional Development Day	Friday	May 21, 2021
Administrative Day	Friday	June 30, 2020
Band School Conference	TBD	TBD

**Band School Conference ~ No date at this time. To be determined by Nk'wala School.**

**Parent teacher interviews: October 21<sup>st</sup> and 22<sup>nd</sup> - Noon dismissal on both days**

**Student Led Conference: March 11<sup>th</sup> and 12<sup>th</sup> - Noon dismissal on both days**

## School Staff 2020-2021

Director of Education	Gareth Jones	<a href="mailto:gareth.jones@okanagan.org">gareth.jones@okanagan.org</a>
Vice Principal	Tanya Saddleman-Joe	<a href="mailto:tanya.saddlemanjoe@okanagan.org">tanya.saddlemanjoe@okanagan.org</a>
Administrative Assistant	Cheryl Louis	<a href="mailto:okibcis@okanagan.org">okibcis@okanagan.org</a>
Bus Driver	Nick Stephanyshin	<a href="mailto:nick.stephanyshin@okanagan.org">nick.stephanyshin@okanagan.org</a>
Cook		
Language Instructor	Mari Louis	<a href="mailto:ramona.louis@okanagan.org">ramona.louis@okanagan.org</a>
Language Instructor	Mario Richard	<a href="mailto:langinstructor@okanagan.org">langinstructor@okanagan.org</a>
Elder Speaker	Wilky Louie	n/a
Language and Culture Assistant	Ashley Gregoire	<a href="mailto:cisla@okanagan.org">cisla@okanagan.org</a>
Grade 1 Teacher	Desiree Maher-Schley	<a href="mailto:Grade1@okanagan.org">Grade1@okanagan.org</a>
Grade 2/3 Teacher	Tanya Saddleman-Joe	<a href="mailto:tanya.saddlemanjoe@okanagan.org">tanya.saddlemanjoe@okanagan.org</a>
Grade 4/5 Teacher	Brittany Meyer	<a href="mailto:brittany.meyer@okanagan.org">brittany.meyer@okanagan.org</a>
Grade 4/5 Teacher	Nicole Tegart	<a href="mailto:nicole.tegart@okanagan.org">nicole.tegart@okanagan.org</a>
Grade 6/7 Teacher	Alysha Mihalcheon	<a href="mailto:alysha.mihalcheon@okanagan.org">alysha.mihalcheon@okanagan.org</a>
Education Assistant	Kalli Van Stone (education leave)	<a href="mailto:kalli.vanstone@okanagan.org">kalli.vanstone@okanagan.org</a>
Education Assistant	Victoria Peters (on leave)	<a href="mailto:victoria.peters@okanagan.org">victoria.peters@okanagan.org</a>
Education Assistant	Kristen Mitchell	<a href="mailto:kristen.mitchell@okanagan.org">kristen.mitchell@okanagan.org</a>
Education Assistant	Alicia Marchand (on-call)	<a href="mailto:cisea@okanagan.org">cisea@okanagan.org</a>
Education Assistant/PE Teacher	Angela Miller	<a href="mailto:Cisea1@okanagan.org">Cisea1@okanagan.org</a>
Art Therapist	Faith Louis-Adams	<a href="mailto:faith.louisadams@okanagan.org">faith.louisadams@okanagan.org</a>
Speech and Language Therapist (Tuesdays)	Shari Shabits	

**School Phone – 250-260-3616**

**Bus Cell Phone – 250-549-0538**

### Daily Schedule

Bus Arrives to School	8:40am
Classes Start	8:50am
Recess	10:30-11:00am
Lunch Break	12:00-1pm
Dismissal	3:10pm



# **SCHOOL POLICY, PROCEDURES, AND PRACTICES**

## **Roles and Responsibilities**

### **PARENT ROLES AND RESPONSIBILITIES**

1. To ensure that their child **attends school on time every day**.
2. To ensure that their child comes to school dressed respectfully and appropriately for the weather.
3. To ensure that their child is well rested and properly nourished.
4. To support the school staff in providing a quality education.

### **TEACHER ROLES AND RESPONSIBILITIES**

1. To provide high level learning opportunities appropriate for the ability of the students.
2. To provide a safe learning environment for the students.
3. To provide learning opportunities that promotes growth of the child culturally, emotionally, socially, academically, and physically.
4. To inform the parents of the success and progress of their child.
5. To respect and care for the students.

### **STUDENTS RIGHTS AND RESPONSIBILITIES**

#### **As a student...**

- I have the RIGHT to learn in this school
- It is my RESPONSIBILITY to listen to teachers, try my best, and to seek support
- I have a RIGHT to listen and be heard
- It is my RESPONSIBILITY to actively listen when others are speaking
- I have a RIGHT to be treated respectfully and feel safe at school
- It is my RESPONSIBILITY to respect others
- I have a RIGHT to privacy and to my own personal space
- It is my RESPONSIBILITY to respect the personal property of others and to respect their right to privacy

## Guiding Principles

Students are expected to conduct themselves as responsible members of a school community. Students are also expected to conduct themselves in accordance with our Guiding Principles.



Our goal is to have each student develop self-discipline and accept responsibility for his/her behaviour. An emphasis is placed on social skills which focus on the importance of respect, responsibility, and consideration for other people and property.

## Attendance & Safety Check

It is our policy to phone home when a student is absent from class without explanation. We want to ensure that no mishap has occurred on the way to school. Reaching parents and guardians can be a very time consuming task so please call **the school Administrative Assistant by 9:00 a.m.** if your child will be absent.

Regular attendance is essential for success in school and positively affects student progress and the progress of the entire class. Two days a month constitutes chronic absence and if your child's absenteeism becomes chronic, you will receive a call from the Principal to discuss how the school can support improving your child's attendance.

### Planned Absence

Parents are required to inform the school of any planned absences with **48-hours' notice** so that schoolwork can be prepared and sent home with your child.

### Safe Arrival / Pick Up

When dropping off your child, please ensure your child enters the building and makes contact with the Administrative Assistant. When picking up your child early, connect with your child's teacher to ensure they have all of their work and belongings for early dismissal.

## Student and Family Contact Information

It is the parent's/guardian's responsibility to keep the school Administrative Assistant updated with contact information. Each year an **Updated Contact Information Form** is sent home in September. If there are any changes made throughout the school year, please call or email to let the Administrative Assistant know as soon as possible.

## Parent Access to Children and Custody

The school **cannot deny a parent access to their child unless a custody or court order is in place.** Copies of any legal documents limiting or denying a non-custodial parent access must be shared with the school and kept in the child's file at the school. Otherwise, both the mother and father or designated guardian are permitted to pick up their child and sign consent forms. Visiting rights of non-custodial parents may *not* be exercised at the school.

## Homework and Homework Folders

Parent support for homework is necessary due to the unique scheduling for Okanagan Language Immersion which our school delivers. There are days when there will not be enough time for students to complete their work at school, therefore work must be completed at home. Homework will be sent home in your child's Homework Folder. For Primary Grades, there is Reading Homework every night, including weekends. There may be reading homework for Intermediate students as well. Please return homework the following day and clean out the marked work in your child's Homework Folder. If you do not get a chance to complete the work with your child, please send back anyways. Staff will complete with them before school or during recess.

## Communication

A key to the success of students, parents, and teachers of nkmaplqs i snmamayatn I kl sqilxwtet school is consistent home-school communication. We communicate with families regularly through notices sent home in Agendas/Homework Folders, email, and Facebook. If you would like to be emailed any communications, please email your request to [okibcis@okanagan.org](mailto:okibcis@okanagan.org).

Items we sent home include:

- A **monthly calendar** is sent home to all families by the first day of each month. It contains the lunch menu, school closures, field trips, and school events.
- **Notices** as needed informing of details for field trips and other events
- **Forms** requesting updated information and requiring signatures
- **Formal Reports** on Student Progress (3 formal reports + 2 interim reports)

Classroom Teachers and Administrators also communicate with parents informally via phone calls, text messages, notes, interviews, messages in school Agenda, regarding student progress and behaviour.

## Reporting and Conferences

Formal Report Cards are given out three times each school year, in December, in March at the Student-Led Conference, and at the end of June. Informal Interim Report Cards are given out mid-October and mid-May. Parents are **required** to attend the Parent/Teacher Interview in mid-October and the Student Led Conference each school year.

## Before and After School Procedures

**Before school** - The bus usually arrives at 8:40am. If your child walks or bikes to school, please ensure they are at school on time and ready to learn. The Administrative Assistant opens the school doors at 8:40am. If your child arrives to school before their Classroom Teacher or Education Assistant, they need to wait in the reception area unless a plan has been made for them to work on corrections or assignments.

**After School** - All Classes are dismissed at 3:10 pm and Teachers, Instructors, and/or Education Assistants are to supervise their classes from the classroom to the bus area at this time.

## Recess and Lunch Procedures

During **recess and lunch breaks** students are encouraged to try and *use the washrooms* so as not to disrupt their instruction time. Weather permitting, students are to *go outside* at recess time, unless they need to stay in and complete assignments. **Indoor Recess** will be in effect when weather is not permitting, this includes when it is  $-15^{\circ}\text{C}$  temperature, excessive rain, hail, or thunderstorms. On these days students will remain within their classrooms supervised by the Education Assistants.

## School Snack and Lunch Program

nkmaplqs i? snm'am'aya?tn i? kl sqilxwtat follows the recommendations of the new Canada Food Guide and implements traditional foods as much as possible.

- **Before School and Recess Snacks** are available for students who have not eaten breakfast or have forgotten their snack from Monday to Wednesday
- **Lunch** is served Monday – Wednesday



The menu is included on the monthly calendar, please review and if your child will not participate in the provided lunch, please send a healthy bagged lunch that meet the School Nutrition Guidelines. Please indicate on the Medical Health and Physical Education form if your child has any food allergies or sensitivities that we need to be aware of.

## Student Snacks and Lunches

Healthy, nourished students who feel safe are better able to learn, perform in class, and attend school more regularly. The school philosophy encourages students to eat a diet of wholesome foods from the land rather than packaged, processed, and refined foods. Please ensure your child packs a healthy snack every day and a lunch on Thursdays and Fridays that follow our guidelines which stem from the updated Canada Food Guide:

**Morning snack** – must include a fresh fruit and/or vegetable to be eaten first before a second healthy snack is to be eaten, such as yogurt, cheese, crackers, etc.

**Healthy lunches** – must include a main item that they must eat first such as a sandwich, cheese & crackers etc. One day a week, students may bring healthy left overs to warm up for lunch. Please send cutlery if required. Please ensure your child's lunch is stored safely and use an ice pack when needed. **Microwave** – **Students may use the microwave for one minute, therefore students are not permitted to use microwaves for instant noodles/pasta cups. These types of lunches have also created microwave messes.**

**Water bottles** – each child must have a water bottle that remains at the school. We have filtered water jugs available in every classroom for refills. Water bottles are washed at school every Friday. You may send 100% fruit juice and milk in your child's lunch as we do not serve these because they are not listed on the Canada Food Guide.

**Junk food is not permitted** – including pop, fruit beverages, chips, chocolate bars, candy, energy drinks, deep fried fast foods, donuts, etc.

## Student Dress Guidelines

This dress code is about encouraging sqilx<sup>w</sup> values of modesty, self-awareness, and respect. Clothing should be:

- **Modest** – this includes short/skirt/dress length at least mid-thigh, consider wearing shorts underneath skirt/dress for outside play on monkey bars, etc., shoulder straps 2 fingers wide, bellies covered, under garments should not be visible, no Make-Up.
- **Respectful** – no profanity or graphic pictures, no hats worn inside,
- **Weather Appropriate** – socks on in cooler weather, winter wear including proper coats, gloves, hats, and boots.
- **Hair** – pulled back off face
- **Indoor shoes** for a clean school – no slippers as this is a safety concern
- **Outdoor shoes** – must be closed heel and toed for safe play on the playground and for running in Gym class → No flip flops!
- **Gym Strip** – Intermediate students are requested to bring a change of gym clothes for Gym class

## Discipline Policy

The OKIB Cultural Immersion School strives to provide a safe and healthy learning environment.

### *Unacceptable Behaviors*

The following lists are examples of types of behaviour that are not acceptable and are reviewed at the beginning of each school year with students, and throughout the year as necessary.

<p><b>Inappropriate Physical Behaviours</b></p> <ul style="list-style-type: none"> <li>• Aggressive body language and intimidation</li> <li>• Unwarranted physical contact (punching, kicking, pushing, poking, hugging, fighting, headlocks, choking)</li> <li>• Spitting</li> </ul>	<p><b>Inappropriate Verbal Behaviour</b></p> <ul style="list-style-type: none"> <li>▪ Lying</li> <li>▪ Swearing and threats</li> <li>▪ Rude responses and gestures</li> <li>▪ Put downs and Insults</li> <li>▪ Screaming or Inappropriate Volume Levels</li> </ul>
<p><b>Disrespectful Actions:</b></p> <ul style="list-style-type: none"> <li>• Stealing</li> <li>• Vandalism to building, furniture, &amp; school supplies included</li> <li>• Disruptive sounds</li> </ul>	<p><b>Inappropriate Verbal Behaviour</b></p> <ul style="list-style-type: none"> <li>▪ Lying</li> <li>▪ Swearing and threats</li> <li>▪ Rude responses and gestures</li> <li>▪ Put downs and Insults</li> <li>▪ Screaming or Inappropriate Volume Levels</li> </ul>

## ***Consequences for Unacceptable Behaviours***

School staff will record unacceptable behaviours in the class behavior log. The consequences for unacceptable behaviours will depend on the severity of the behaviour, the impact on student and staff safety and learning, and the number of incidences that have occurred during the year.

Situations may be rectified by:

1. **Conference** with the student, followed with an incident report to parent/guardians.
2. **Restorative Justice** which matches the unacceptable behaviour, examples could be:
  - a. Vandalism – Damage to be paid for by parents, student to help clean and restore
  - b. Name calling – Say something nice about the student
  - c. Refusal to participate or complete assignments – Students to complete during their personal time including recess, lunch, or after school
  - d. Injuring a peer physically – helps with first aid treatment and sits out of an activity until the injured party can participate fully
3. **Restitution** in the form of an apology letter to the student(s) affected by the unacceptable behaviour OR a letter to the parent/teacher in regards to the unacceptable behaviour that explains why the behaviour is unacceptable.
4. **Parent/Guardian Contact to pick up** their child when their child is displaying serious and aggressive behaviours which affect student and teacher safety OR persistent unacceptable behaviours that disrupts the learning of others.

It is our goal to provide a program of prevention and positive discipline that will avoid suspension whenever possible, however school suspensions will be used when necessary.

**In School Suspension** – Restriction from normal school routines but are still on the school grounds with supervision. All assignments must be completed and will receive credit. All suspension rules to be obeyed or time will be doubled or possibly increased to an Out-Of-School Suspension. Any student receiving an In-School Suspension will not participate in games or free time during the period of suspension. The period of suspension shall be determined by the Classroom Teacher and Vice Principal/Principal.

**Out-Of-School Suspension** - Suspension from the school grounds and all activities for a predetermined amount of time. All assignments will be provided to the suspended student with a requirement to complete. Any student receiving an Out-Of-School Suspension may not participate in or attend any school activity during the period of suspension, including field trips. The period of suspension shall be determined by Acting Vice Principal and Principal. This type of suspension would be warranted when a student needs time away from school for incidences such as; uttering threats, fighting or physically attacking a peer or staff person, producing a weapon with intent to harm, abusing a substance, harassment, etc. The student will be expected to complete and return all assignments during this suspension.

## Steps in Resolving Conflicts

1. Interview by Teacher
  - Interview between student(s) and Teacher
  - Teacher will call parent/guardian to notify them of the behaviour and consequences
2. Formal Conference
  - Interview with Teacher, Student, and Acting Vice Principal/Principal
  - Teacher will call parent/guardian to notify them of the behaviour and consequences
3. Formal Conference with Parents
  - Parent/Guardian Interview with Teacher
  - Parent Guardian Interview with Teacher and Acting Vice Principal/Principal

## Parent Concerns

**What is the process for parents who want to raise a concern?**

### **Step 1**

Please contact the **Classroom Teacher** if you have any concerns regarding classroom practice, policy, or discipline.

### **Step 2**

If the matter is not resolved satisfactorily, then a meeting will be set up with **Vice Principal/Principal and Classroom Teacher**.

### **Step 3**

If there is still concern after discussion in **Step 2**, please notify the **Community Services Director** in writing, indicating the steps that have been taken to resolve the problem.

### **Step 4**

If there is still concern after discussion in **Step 3**, a formal appeal may be submitted in writing to the OKIB Education Committee.



# Technology and Internet

We are fortunate to have laptops and iPads available for student use for research, written assignments, and entertainment. All students who access the internet for classroom assignments or personal use do so under the direct supervision of a teacher. Please note the school has a zero tolerance policy for downloading of music and games.

## Electronic Devices

Students are not permitted to have any electronic devices at school. If they are found to have such items they will be taken away and either sent home at the end of the day with the student or a parent will need to come and pick it up. This includes cell phones, cameras, Gaming toys, iPad or IPod, and tablets.

## Electronic Devices And Field Trips

Cell phones, cameras, Gaming toys, iPad or IPod, and tablets are permitted on the bus for field trips when **bus rides are longer than 1 hour in duration to the destination**. To protect the rights of all students, photos and videos are **NOT permitted to be taken or uploaded** any platform or public domain. (ie. Youtube, facebook, Instagram, etc). *\*\*The school will NOT be responsible for any lost or stolen items.*

## Field Trips

Field trips are an integral part of classroom instruction and learning. In planning for field trips, staff evaluates possible sites for field trips and aim to provide as many cultural activities that honor our school's primary focus, preserving and revitalizing the Okanagan Language and Culture. To preserve our traditional practices, each year we harvest berries, plants, and medicines. We follow the protocols when harvesting and preserving. We also attend events at other Okanagan Band Schools in hopes to build relationships and promote cooperation. Attendance at these and all other culturally related field trips are crucial and **students are required to attend these school days as they would any other school day. Cultural field trips this year will be reported in your child's Report Card including; attendance, participation, and there will also be an assignment based on the field trip.**

Transportation for field trips is provided by the school bus, walking when possible, and sometimes through school staff vehicles. A staff person always drives to each field trip for emergency purposes. Emergency drivers are required to provide a Driver's Abstract and have \$5 million third party liability business insurance.

Written parental **consent** for all field trips through the Blanket Permission Slip is obtained during the first week of September every school year. Parents will be notified of all field trips via the monthly school calendar and a notice will be sent home with further details a minimum of 2 days before the planned field trip. Parental involvement is encouraged. Students participating in field trip activities are to behave according to the school Rules.

# BUS AND TRANSPORT INFORMATION

## Bus Transportation

The **bus route** is set at the beginning of the school year and you will be notified of your scheduled bus pick up and drop off times. If any changes are necessary, a notice will be sent home. Students need to be **ready at the bus at the bus pick up/drop off spot 5 minutes before scheduled pick-up and 10 minutes prior to drop-off**. The bus will NOT wait for students who are not at the designated bus stop.

If your child will **NOT be catching the bus to school** please phone the bus driver on his cell phone by 7:30am @ 250-549-0538.

**Drop Offs** –Primary Students (Preschool up to Grade 3) require a parent/guardian to receive them at their designated bus stop. The bus driver will not let a Primary student off of the bus if their parent/guardian are not there to receive them and the student will be transported back to the school/daycare.

**Alternate Drop Offs** - The Bus Driver will only drop students off at their regular drop off spot unless sufficiently notified. Please speak with him during the morning pick up time or else send your child with a note. If calling the school, please call before 2pm so staff has enough time to write the note and make proper notifications. ***Contacting staff via texting or personal cell phones is not an acceptable method as we are unable to monitor cell phones during instruction.***

There are times the school bus may not be running due to unforeseen circumstances or due to other classes field trips. Parents will be notified as soon as possible to arrange their own transportation. We try to minimize these circumstances and apologize for any inconvenience.

## Bus Safety Rules

It is essential that school bus transportation be a safe and pleasant experience for all students. For the safety of all, children must behave in a safe manner while riding the bus. Teachers review school bus safety and guidelines with the students in September and periodically throughout the school year. We request that parents do the same. We encourage the older students to be role models and to assist with the younger children on the bus.

Parents and students must remember that **riding the bus is a privilege and not a right.**

1. **Obey the Bus Driver** and follow their direction at all times. The Driver or school staff may assign seats to students to promote safety.
2. **Respect others** – all students to keep hands to themselves and inside the bus at all times.
3. **Respect the bus** – no eating or drinking, no chewing gum, no leaving garbage, or spitting on the bus.
4. **Ride safely** – students to remain seated, facing forward at all times, using inside voices. Do not change seats unless asked to by the Driver or a Teacher. Keep the aisle clear of school bags and body parts.
5. **Wait safely** - stand a safe distance away from the road and wait for the bus to come to a complete stop before approaching the bus to board. When you arrive at your stop, wait for the bus to come to a complete stop before leaving your seat.

If another student is bothering or hurting you on the bus, please let the Bus Driver, your parents, and Classroom Teacher know immediately. The Bus Driver is unable to observe all incidents while focused on driving the bus, so he can only help when he knows what is going on. Parents, if your child feels unsafe or uncomfortable on the bus due to any reason or incidents, please call the school to speak with the Vice Principal to address any concerns. You may also share any concerns with the Bus Driver.

## Bus Discipline

If a student is having difficulty following the **bus safety rules** and they place the health and safety of any bus riders in jeopardy, disciplinary action will result and the following will occur:

1. The Driver will first speak to the student(s) and may choose to assign a student to a different seat for the remainder of the bus ride. If the student continues to have difficulty following the bus safety rules, the Bus Driver will hand out a School Bus Disciplinary slip.
  - a. The student will **not be permitted** to ride the bus until the School Bus Disciplinary slip is signed by the parent and returned to the Driver.
  - b. The Bus Driver will phone parents/guardians to ensure that the School Bus Disciplinary slip has been received and remind parents that the slip must be returned before their child will be permitted to ride the bus.

2. **Three School Bus Disciplinary slips – loss of bus riding privileges for three School Days.** Students still **MUST** attend school for these days. Loss of bus privileges includes bussing for field trips.
3. **Four School Bus Disciplinary slip – loss of bus riding privileges for five School Days** and the same rules apply as for a three-day loss.
4. **Five School Bus Disciplinary slips - meeting with the parents** to discuss an alternate agreement for transportation, this could include a loss of bus riding privileges for the remainder of the school year, including field trips.

## STUDENT HEALTH AND SAFETY

### Bicycle Safety

Bicycles are to be parked along the fence near the gate that leads to the Grade 4-7's doors. They are not to be ridden during the school day. Students are not allowed to play near the bicycles during the school day. Bicycles are brought to school at the students' and parents' own risk; however, the administration will make every effort to protect them while on school property.

### School Zones and Speed

Please be mindful of the School Zone speed limit on Westside Road – 50km/hr. Speed limit signs near the school are to be obeyed at all times as they are areas frequented by children during and after school hours.

### Illness Policy

This School has a goal to keep all children safe and healthy. You are the best judge of your child's health and we trust you will not send your child to school if they are too sick to learn or will disrupt other student's learning.

We ask that parents and guardians be aware that we have a very limited pool of certified substitutes; therefore, it is imperative that any student with any contagious illness be kept at home until they are no longer contagious. Thank you in advance for keeping any ill students at home!

Parents are requested to keep children at home or make alternate arrangements for the following conditions.

- Unexplained or undiagnosed pain
- Diarrhea/vomiting (2 or 3 times in 3 to 4 hours)
- An acute cold with fever, runny nose and eyes, coughing, and sore throat.
- Difficulty in breathing – wheezing or persistent cough
- Fever (100° F/38°C) accompanied by general symptoms such as listlessness (may be an early sign of illness that requires a physician's attention)
- Infected skin or eyes or an undiagnosed rash (Please see a physician)
- Severe itching of body and scalp (spots or rashes must be examined by a physician)
- Children with unknown or suspected communicable diseases

### It is required to keep or take a child home when the child:

- Is suffering from one or more of the above symptoms
- Is not well enough to take part in the regular program of the School
- Is seriously ill and the illness is contagious

### Responsibilities of the parent:

- Parent will **inform** the School, within 24 hours, of a serious illness or contagious disease in the family
- Parent will ensure that the child is **free from symptoms** or has been given antibiotics for a 24-hour period before returning to the School. In the case of a communicable disease, a doctor's approval must be given before returning to this School
- Parent will provide a **signed Medication Authorization Form** for any necessary prescription or non-prescription medicine to be administered to the child. Medication must be in the original container.

### Responsibilities of the School:

- The school keeps the **Okanagan Indian Band Health Department informed** of any contagious illnesses or possible outbreaks. The school may consult the Health Department for advice regarding student illnesses or health concerns.
- School will **notify parents immediately** if a child is seriously injured, presents with lice, or becomes ill as described above. *Please ensure that the school always has an updated phone number for emergencies.* If the parent cannot be notified the emergency contact person will be notified
  - If the emergency contact person cannot be reached, this School is entitled to seek medical attention for your child. All costs incurred are the responsibility of the parent or guardian.
- The school will provide a **quiet and supervised area** for a child who becomes sick while at school.
- School staff will maintain a **valid First Aid Certificate** at all times

## Allergies and Medications

If your child has allergies of any kind, please advise school staff. All allergies must be documented on the Medical Health Form. If your child has a diagnosis for anaphylactic reactions, please set up a care plan with his/her Classroom Teacher. The OKIB Community Nurse may be consulted. *At the discretion of the Principal, school staff may refuse to administer medications or procedures (e.g. insulin or other injections, oxygen, suppositories) for which the staff does not have the expertise or confidence to administer.*

## Head Lice

The school wishes to support the prevention of spreading head lice among students and will take action when a child is found with head lice.

1. Students that are found to have head lice will require pick up to begin a **lice treatment**. The school has a lice comb that works wonders and is available for borrowing.
2. **Notice** will be given to all the school's parents in order for them to monitor their children to prevent the spread of lice.
3. When the child returns to school, the child will require a **hair check** for lice. If moving lice or active nits are present, parents will be required to pick up their child and continue treatment for lice.

## **Fire Alarm and Drills & Emergency Evacuation Procedure**

Fire drills are conducted on a regular basis, with a minimum of three times each school year. Students will follow these procedures during a fire alarm and drill:

1. When the fire bell sounds, line up, then WALK calmly and QUIETLY in a single file to the assigned exit. Do not put on shoes or grab anything from your cubby.
2. The first student through the exit door will hold the door open until all students have passed through.
3. All students are to assemble outside at the muster point, across the road from the portable.
4. All students are to be quiet to ensure that teacher instructions and roll call may be heard.
5. In the event the students and staff are unable to return to the school, parents will be notified that the students will be bussed home early or require pick up.
6. In the event of an emergency evacuation as result of a forest fire, the school staff and students will be bussed to a safer location and parents will be notified.

## **Earthquake Drill and Alarm**

The student and Classroom Teachers will implement the following procedures during an emergency evacuation drill or alarm:

1. "TAKE COVER" - Everyone will take cover under desks or tables and face away from the windows.
2. "CRASH POSITION" – everyone will position themselves on their knees, under their desks or tables with their heads down and their hands clasped on the backs of their necks or heads.
3. Count aloud to 60 together as a class. (Earthquakes rarely last longer than 60 seconds and counting is calming.)
4. After 60 seconds, everyone will evacuate the school following the procedure for a fire drill. Everyone will wait for the signal to re-enter the building.
5. In halls and stairways where no cover is available, students will move to an inside wall. Kneel, with back to the wall, head placed close to knees, clasping hands behind neck and covering the side of head with arms.

# SCHOOL PROGRAMS

## Language and Culture Program

The primary focus of our school is to preserve and revitalize the Okanagan Language and Culture. Traditional values, practices, and protocols guide planning and instruction. Grade 1-3 students attend language and culture classes for 6.5 hours each week during a regular 5-day school week. The Grade 4-7 students attend language and culture class for 8.5 hours each week during a regular 5-day school week.

Our language staff includes Two Elder Mentors, Two Language Instructors, an Assistant.

### Language Program

- First Nation's Language Essentials Level 1
- Total Physical Response (TPR) and Total Physical Response Story Telling (TPRS)
- Nsyilxcen1
  - Available online at [http://www.interiorsalish.com/images/nse1xcin\\_1\\_book.pdf](http://www.interiorsalish.com/images/nse1xcin_1_book.pdf)
- Partnership with the Language Nest
- Games and Songs

### Culture Program

- Protocols & Ceremonies
- Drumming, Singing, and Stick Games
- Food and medicine harvesting and preservation
- Hunting and butchering practices
- Raising and releasing Chinook salmon
- Using traditional materials to create
- Drum Making
- Beading
- Performance Arts - captik<sup>w</sup>t storytelling, traditional dance, and Pow Wow dance

## Provincial Curriculum and Direct Instruction Programs

Our school follows the British Columbia Ministry of Education's Provincial curriculum. The curriculum is divided into Curricular Competencies and Core Competencies. To view the B.C. Curriculum visit <https://curriculum.gov.bc.ca/curriculum>

We integrate Okanagan Language and Culture into our lessons whenever possible and often in to Science, Social Studies, and Writing. We use research based Direct Instruction programs such as Read Well 1 & 2, Reading Mastery 4 & 5, Corrective Reading, and Saxon Math. With these programs we are able to place students in ability based groups that allow them to work toward mastery in all their lessons and at their instructional level.

## Physical Education

Although we do not have a school gymnasium, we still offer a variety of opportunities for Physical Education. Running training is a key traditional activity for the Okanagan people. We participate in three major running events each school year; Outma Moccasin Mile, a 5-km running event of our choice, and the Traditional Games. Due to these running events, running is consistently a component of our P.E. classes. A variety of team games are taught throughout the school year with a focus on skill development and cooperation. In the spring the students focus on practicing archery, rock throw, and spear throw for the Traditional Games.

Offsite P.E. includes swim lessons for the Grade 1-3 students at the Vernon Aquatic Centre and ski/snowboard lessons for Grade 4-7 students.

## Special Education

The school receives funding for Special Education from the First Nations Schools Association. This funding covers the cost of our Certified Education Assistants and Education Assistants, our Speech and Language Pathologist, and for an Educational Psychologist.

An Individual Education Plan (IEP) will be developed for students identified as having a special need or requiring an adapted or modified learning plan.

## Homework Club

Homework Club will begin in October operating 2 or 3 days per week, alternating Tuesdays to account for Staff Meetings and every Wednesday and Thursday from 3:10 – 4:50pm. Kalli Van Stone will be the Homework Club Tutor. After school students will go outside for a 10-15 minute period and then come in to eat a snack which we provide and then begin their work. There will be another break given as students need.

## One-to-One Reading

When the school has enough volunteers, we operate a One to One Children's Literacy Program. Trained volunteers work one-on-one with children, Grade 1 - 4, who may need extra support with their reading. The tutors use strategies aimed at increasing each child's self-confidence and improving his or her fluency and comprehension, while developing problem-solving skills. Students are referred to the program by their Teacher. Volunteers attend a three-hour training session with Junction Literacy and must provide a current Criminal Record Check. ***If you are interested in being a volunteer, please contact our school.***



## **PARENTAL INVOLVEMENT**

The school hosts school and family events for special occasions throughout the year. We will notify you of these events and welcome you to attend or volunteer. In September we host a Back to School BBQ, in December we host a Winter Celebration and Potluck Feast, and in June we host a student Concert and Graduation evening, generally on June 20<sup>th</sup>.

### **Parent Advisory Committee**

The school has a Parent Advisory Committee (PAC) and meetings have been held intermittently in past years. We encourage your participation and ideas in becoming an active PAC. Any parent/guardian/grandparent with a child attending the school is encouraged to join and attend. In past the PAC has met to discuss various topics such as; supporting special events such as Graduation, Year End Field Trip, and Fun Day, discussing and running fundraising events, discussing school needs such as playground equipment, etc. A PAC executive is to be selected at the beginning of each new school year.

### **Volunteer Opportunities**

The staff at our School recognizes that a partnership between the school and home can benefit children, parents and teachers. We welcome those who wish to volunteer. The following obligations are required from all volunteers assisting in the school:

- Volunteers must observe all school policies and regulations
- Volunteers must hold all matters connected with the school in confidence
- Volunteers should respect the professional role and judgment of teachers and administrators, and remember that they are in charge at all times
- Volunteers must check into the office before continuing with school activity

Examples of helping in our school may include:

- Accompanying on field trips (younger siblings are not always able to attend)
- Helping in the classroom or for the classroom such as a One-to-One Reading Volunteer
- Making an educational or cultural presentation --- let us know if you want to volunteer!
- Helping out at school events
- Cultural Activity Nights
- Contributing to Potluck events
- Volunteering to attend and supervise at the Okanagan Band School events such as the Mocassin Mile or Traditional Games

# Parent/Guardian Agreement

As a parent/guardian of a student at nkmaplqs i? snm'am'aya?tn i? kl sqilxwtat:

- I will read and discuss with my child the expectations the school has for him or her.
- I will encourage my child to follow the Guiding Principles.
- I will know and support the bus, classroom, and school expectations and responsibilities.
- I will maintain contact with the school and my child's teachers.
- I will encourage and support my child's effort to learn by providing time and space for my child to study.
- I will assume the responsibility for the regular and prompt attendance of my child.
- I will encourage my child to come to school ready to learn.

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Print name for Parents/Guardians

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Signature of Parents/Guardians

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Date

***\*\*\*Return this signature page to the school and a copy will be sent back home\*\*\****