

Okanagan Falls Elementary



PARENT-STUDENT HANDBOOK



Our vision:
"To be connected, capable, responsible, & resilient"

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ABOUT OUR SCHOOL

At OK Falls Elementary our mission is to *provide a healthy learning environment while developing the qualities of respect, responsibility, and excellence of achievement in life-long learning through the involvement of students, staff, parents, and community.* We have approximately 115 students from Kindergarten through Grade 7, and 20-25 staff members supporting our students. We focus on making all our students feel a sense of connectedness and belonging by giving opportunities for leadership, collaboration, and cooperation through spirit team activities and volunteer experiences, as well as through outdoor learning.

Please contact us if you have any questions or concerns, we will be happy to assist you.

School Administrative Staff

Principal:	Mrs. Katie Poole
School Secretaries:	Mrs. Julia Fernandes
School Telephone:	250-497-5414
Office Hours:	8:00 A.M. – 3:00 P.M.
Mailing Address:	Box 6, OK Falls, BC, V0H 1R0
Street Address:	1141 Cedar Avenue, OK Falls, BC

District Administrative Staff

Board Office Telephone:		250-498-3481
District Superintendent:	Mr. Marcus Toneatto	Ext. 116
Director of Maintenance/Transportation:	Ms. Debby Sansome	Ext. 103
Director of Student Services:	Mrs. Kirsten Odian	Ext. 106

PRINCIPAL’S MESSAGE

Hello. I am Katie Poole, the proud principal here at Okanagan Falls Elementary. It is my honour to serve our community and to provide an inclusive, connected, and respectful educational environment that offers courageous inquiry and encourages a commitment to lifelong learning for our students. We offer programming for students in kindergarten to grade 7, as well as facilitating early learning programs such as StrongStart and Preschool, along with after school programs if needed.

It is with great pride that we emphasize our collaborative efforts with families and various community partners to bolster student success. This includes, but is not limited to, sponsoring food programs, providing winter coats, having in-house recreation programs, welcoming one-to-one reading volunteers, leadership opportunities, sports teams, hockey academy, and to provide arts opportunities. In addition to these vital partnerships, we strive to provide our students with an array of opportunities in conjunction with, and beyond the conventional curriculum, such as outdoor learning and positive and inclusive attitudes, community integration, and inquiry.

Our staff is comprised of highly experienced and dedicated educators, who are unwavering in their commitment to delivering the highest quality of education to every student under our care. We believe in the collective pursuit of excellence and are dedicated to creating an environment that nurtures growth, curiosity, and the overall wellbeing of each student. We hope you enjoy your time here at Okanagan Falls Elementary School.

Warmly,

Mrs. Katie Poole



Okanagan Falls Elementary

CODE OF CONDUCT

“Our vision: to be connected, capable, responsible, and resilient.”

At Okanagan Falls Elementary School, we are:



SAFE

- a safe and inclusive learning environment, for our hearts, minds, and bodies



OPTIMISTIC

- learning with a growth mindset
- taking ownership of our learning



ACHIEVERS

- prepared and ready to work to be our personal best
- allowing others to do their best



RESPECTFUL

- accepting of each other as individuals
- contributing in positive ways to our school, our community, and our world

Okanagan Falls Elementary promotes and values a learning and working environment of:

- Hands off, friendly, and bully-free
- Respect and safety for everyone
- Inclusive, free of discrimination, and mutual respect for individual differences
(including, but not limited to: race, colour, ancestry, place of origin, religion, family status, physical or mental disability, sex, sexual orientation, and gender identity, age, as defined by the BC Human Rights Code)

Consequences for students who violate the Code of Conduct will be consistent, fair, and restorative in nature. Consequences may include, but are not limited to, and dependent on age, maturity, and infraction:

Restitution
Discussion/warning
In or Out of School Suspension
Parent Notification and Conference

School Service
Loss of Privileges
Detention

*This Code of Conduct is in compliance with the District Discipline Policy F3:
Student Conduct and Discipline
(available on School District 53 website: www.sd53.bc.ca)*

School District 53

TRANSPORTATION CODE OF CONDUCT FOR BUS RIDERS

The Board of Education of School District No. 53 expects that every person who uses the district bus services will ensure that each trip is a safe and pleasant experience for all passengers and the driver.

Every person using the bus will demonstrate a concern for safety and respect for all passengers and their bus by observing the following rules and regulations:

- Avoid unruly behavior at your stop. Riders shall line up and enter the bus in an orderly manner.
- Riders shall sit in the seats assigned by the driver and will co-operate with the driver in accommodating other students' seating needs (eg. Seating three to a seat). Seats may be reassigned at the driver's discretion.
- Riders must remain seated and orderly at all times when the bus is in motion.
- Eating lunches and snacks shall be allowed at the discretion of the driver. If abused, this privilege shall be suspended.
- After disembarking, if riders need to cross the road from the designated stop, they shall do so in front of the stopped bus and only on the signal of the bus driver. Crossing the road behind the bus is dangerous and is not permitted.
- Small band instruments or other carry-on items contained in an appropriate fashion and that can be easily accommodated in the lap of the rider may be taken on the school bus (eg. Skateboards must be in a pack or carrying device). The object cannot be larger than the top of the next seat or impede the safe use of the seat next or across. No pets or animals allowed.
- Smoking and the lighting of fires, matches, or lighters is strictly prohibited.
- The consumption or transport of alcohol, drugs/narcotics, or any illegal substances is strictly prohibited.
- Throwing of objects/garbage inside the bus or out the windows is prohibited.
- No horseplay, bullying, intimidation, spitting, or fighting, etc.
- Loudness is to be at a minimum. Do not yell or scream.
- No vandalism or graffiti of the bus.
- No obscene language or gestures.

Non-compliance of the Code of Conduct will result in disciplinary action in consultation with the Principal/Designate and in alignment with the District Discipline Policy.

GENERAL SCHOOL INFORMATION

ACTIVITY FEE SCHEDULE

Activity fees are collected at the beginning of the year to cover the cost of pre-planned activities. When special events are planned that have an extra cost attached, we will send home an activity fee request specific to the event to help with costs of admission and/or lessons. Financial assistance is available if needed.

ALLERGIES

SD#53 Policy (2011) requires Okanagan Falls Elementary and School District #53 buildings to be a:

- "Scent free zone" - please refrain from using heavy fragrances, perfumes, or aftershave. Due to allergies, students are also asked not to bring hand sanitizer.
- "Nut aware" zone - we have children and adults with allergies to nuts (cashews, almonds, hazelnuts, pistachios, etc.), peanuts and peanut products (this may include items such as granola bars, cookies, etc). Students are to refrain from sharing food.

ATTENDANCE/HOME CONTACT

Please notify the school if:

- **your child/children are going to be absent** - the office will be calling and or emailing home if a student is absent with no excuse. Students who arrive late **MUST** sign in at the office and take a late slip to their classroom teacher.
- any changes in your home address, phone number, cell numbers, email addresses, guardianship, emergency contact numbers, and medical alerts - teachers must be informed when a parent/guardian is removing a child from school. **We will not let an unauthorized person take a child from the school grounds.**
- Please ensure the school is in receipt of current court documents and photographs in the case of custody issues.

BELL SCHEDULE

8:27	Welcome bell
8:30	Class starts
10:00	Recess
10:15	Classes resume
12:17	Lunch - 12:32 Outside bell
1:00	Welcome bell
1:02	Classes resume
2:28	Dismissal
2:38	Bus leaves

BREAKFAST PROGRAMS

Lions Club volunteers serve breakfast sandwiches on Monday and Wednesday from 8:15am – 8:25am outside. Our cooking program supplies muffins, yogurt and fruit on Tuesdays and Thursdays. There is no charge for the meals. Dietary restrictions are taken into consideration as needed.

BULLYING

Bullying is **NOT** accepted at OK Falls Elementary. Acts of bullying, including cyber-bullying, will be treated with strict discipline and parents will be involved in the process. We are an inclusive school, and all students are expected to treat each other with respect and fairness. Disagreements or misunderstandings between students will be addressed through problem-solving and restitution. Please notify your child's teacher or school administration if you feel your child is being bullied.

CLOSED CAMPUS POLICY

Okanagan Falls Elementary is a closed campus. This means that students **may not leave the school grounds during the day without parental permission**. When students are picked up by someone other than a parent/guardian, (or contacts on pick up list) the school must be informed via a note or a telephone call.

Adults who visit the school grounds must identify themselves to the supervisors and are required to sign in at the office.

CLUBS/SPORTS TEAMS

At OKF we try to offer many opportunities for students to get involved including various clubs and sports teams. Parent volunteers are welcome. Please contact us if you are interested in assisting with or offering an opportunity for our students. Intramural and extra-curricular sports offered throughout the year include but are not limited to: cross-country running, soccer, volleyball, floor hockey, basketball and track & field. The District has yearly events for many of these sports that students can attend if they join the team. Please watch the calendar for event dates and encourage your child to get take advantage of these great experiences. A big THANK YOU to all our staff members and volunteers who sponsor these activities.

DRESS CODE

Our school is a place of business. Everyone is asked to be respectful in what they are choosing to wear to school. We want to create a positive, productive learning environment for everyone. Students need to be dressed appropriately for being outdoors during ALL seasons, and will be expected to be outside before school, and at recess and lunch. Students need to be prepared with appropriate gym strip for PE classes, as requested by their teacher. Indoor shoes are required for primary students. If you need financial assistance for shoes, outdoor winter clothing, etc., please contact the office, as we have support available.

EARLY DISMISSAL/INQUIRY TME

Students are dismissed at 12:00 PM on all early dismissal days – buses will run accordingly. Please watch for notifications in newsletters/newsflashes and make necessary arrangements for your child/children ahead of time. There are 4 early dismissal days allotted to offset parent/teacher interview times, and 7 early dismissal inquiry days. Please watch and check the calendar and newsletters for exact dates.

CELL PHONES and PERSONAL ELECTRONIC DEVICES

Students may not use cell phones or personal devices at school during school hours, including recess and lunchtime, unless used in the classroom for educational or medical purposes – approved by the teacher or designate. If students are found using these devices for any other purposes, they will be asked to put them away and then potentially confiscated and kept at the office until the end of the school day for repeat offences. Further offences may require calling parents to collect the device from the office. Teaching digital citizenship, when it is appropriate to use phone and devices, is ultimately our goal at school.

Fresh for Kids Program by the BC Agriculture in the Classroom Foundation

A Province wide healthy initiative to encourage healthy eating by providing fresh BC fruits, vegetables, dairy and nutritious products for our students during the school day. Our students will receive these healthy options over the school year.

HEALTH SERVICES

The purpose of the School Health Program is to enable children to have optimum health during their school years and to provide a basis for maintaining their own health as adults. Parents/guardians are encouraged to check out the Interior Health website for information at

<http://www.interiorhealth.ca/YourHealth/SchoolHealth/Pages/default.aspx>.

The Community Health Nurse's areas of responsibility are:

HEARING

- ❖ All Kindergarten students
- ❖ Grade 1 students who missed or failed the kindergarten screening test.
- ❖ Students in any grade who appear to have difficulty hearing, have delayed or defective speech, or are referred for other reasons.

IMMUNIZATIONS

- ❖ Kindergarten, boosters for Diphtheria, Tetanus, Pertussis, Polio with signed consent from parent. Parents are encouraged to bring their 4 - 6 year old child to Child Health Clinics prior to Kindergarten entry. If measles vaccination has not been previously given, parents are encouraged to obtain this protection for their child.
- ❖ Hepatitis 'B' for Grade 6 students

HEAD LICE

- ❖ Lice do not carry disease and are not considered a health hazard. However, they are a nuisance and an inconvenience to schools and parents. Early identification and treatment are key in controlling head lice. Parents of children with lice will be contacted by phone. A generic email will be sent to all students in their classroom, as an alert to watch for head lice if found in the school.

KINDERGARTEN

Kindergarten students have a "gradual entry" to begin the school year. An interview with the Kindergarten teacher will be scheduled, along with some partial day sessions. Letters regarding interviews and our gradual entry schedule will be sent to families in June, and a reminder sent in August.

LOCKERS

Students are issued a locker at the beginning of the year and are expected to keep the locker clean and organized. **No** stickers are to be placed in or on the lockers, and only hooks are to be used to secure them, not locks. Grade 7 students will be issued a lock at some point in the year, so that they can practice using them before going to high school.

LIBRARY

Intermediate students can sign out a maximum of 3 books, unless restrictions are put into place due to loss or damaging of books, or teacher limit. Parents will be notified if a student damages, or loses a book, and required to pay a replacement fee. Primary teachers set the limit for their students.

MEDICATION POLICY

PRESCRIPTION-LONG TERM - Students may require a small dosage of a prescribed medication in the school day. The medication must be administered through the Office (not by the student) and requires a parent and doctor consent form to be completed and filed at the school office. Students will be required to report to the Office where the appropriate dosage will be provided by an Administrative Officer or Designate.

All medication must be in a container, labeled with the child's name / date / directions.

PRESCRIPTION-SHORT TERM - If your doctor or dentist prescribes antibiotics / medication that needs to be taken during the school day, you may bring them to school along with written permission/instructions from the doctor or dentist. The medication must be administered through the Office (not by the student). Students will be required to report to the Office where the appropriate dosage will be provided by an Administrative Officer or Designate.

All medication must be in a container, labeled with the child's name / date / directions.

NON-PRESCRIPTION - If your child needs cough drops, throat lozenges, etc. at school, please send a written note to the teacher. The teacher may take possession of the medication and administer them as needed to prevent the substances being passed on to other students and/or being confused with other more harmful drugs.

**Please be aware that it is the responsibility of the student and parents to ensure that the student comes to the office to receive his/her medication as needed.*

ONE-TO-ONE READING PROGRAM

This literacy program is available for students needing extra reading support. Run by certified volunteers, this experience helps students become stronger readers. Volunteers are appreciated. Please contact the office for further information.

PARENT ADVISORY COUNCIL (PAC)

Every parent is a member of the PAC. Your participation in this council is valuable in assisting the growth of our school. If you wish to become involved, please contact our PAC at okfpac@gmail.com or the school office okf@sd53.bc.ca for more information.

PARENT CONCERNS

If you need more information or have a question or concern with regards to your child and his/her learning, please contact your child's teacher immediately. These issues can often be dealt with in a more timely and appropriate manner if brought to the attention of the teacher first.

ROAD SAFETY – walking, bikes, scooters, skateboards

In the interest of safe travel between home and school, students are expected to:

- Use available crosswalks only and obey crossing guards.
- Walk in single file as cars approach.
- Use a helmet when riding their bike, scooter, or skateboard.
- All bikes and scooters need to be locked at our bike rack.

SCHOOL SUPPLIES

School supplies will be ordered by our school and parents will purchase from the school. This alleviates class supply lists and parents having to shop for supplies. Students will be required to provide some items including

indoor shoes, refillable water bottle, backpacks, and Kleenex. Classroom teachers will notify students of these items at the beginning of the school year.

SUPERVISION and SAFETY OF STUDENTS

Supervision is provided starting at 8:00 AM for students. Recess and lunch supervision is also provided.

Students are expected to:

- stay outside the building to play, and line up with their class at the bell
- obey and follow the directions given by all supervisors
- advise supervisors of behavior problems or emergencies
- The school day is completed at 2:28pm and there is no supervision for after school hours.

During school hours, several staff members hold first-aid certificates, and any child injured while on the school grounds will receive immediate attention. Parents will be informed by phone if their child has sustained an injury that may require further attention. In case of injury where medical attention is required, the child will be transported to the medical office or hospital. Parents will be notified of any action taken in this regard.

TRAFFIC SAFETY

Parents dropping children off at school in the morning or picking children up after school are asked to keep loading and bus lanes clear in front of the school. We also ask that you avoid parking along the front of the school, on Cedar Street, as it creates a hazard for pedestrians and motorists.

Parents dropping children off at the primary wing of the school (Ash St.) are asked to park on the school side of the road, so students are not running across the street to the playground.

WEATHER/OUTSIDE PLAY POLICY

The principal, or designate, will determine if students should be inside or outside at recess and lunch hour. This decision will be announced with the morning announcements or before the outdoor break each day based on existing weather conditions. Please ensure your child is appropriately dressed for the weather conditions as students are expected to go outside and get fresh air during recess and lunch breaks.

OTHER SCHOOL BASED SERVICES

STRONGSTART CENTRE

The StrongStart Centre at Okanagan Falls Elementary opened its doors in 2007. It is a ***free school-based, Ministry-funded, drop-in Family Literacy Centre***. The Centre focuses on parents/caregivers and children from ages birth to 5 years old. By offering an environment or play area where parents and children can participate in activities together (art, reading, music, songs, imaginative play, and creative play), the Centre will support parents with resources, so they better understand their child's development through the first 5 years of life.

Please contact the office for hours of operation.

EARLY LEARNING PROGRAM REGISTRATION

One Sky operates an Early Learning Program in our school. For more information, email childcare.waitlist@oneskycommunity.com, and include your child's name and date of birth.

AFTER SCHOOL CARE

Okanagan Falls Out-Of-School Care is licensed through the BGCO. The program operates within Okanagan Falls Elementary School. The program offers after school care only on days when school is in session with pick-up no later than 5:45 PM.

The program does not operate during the winter, spring or summer vacation period, non-instructional days, or statutory holidays. Students are eligible for the program on both a part-time (one or more days per week) or full-time basis. Contact the Okanagan Boys and Girls Club @ 250-493-0512.

OK FALLS PARKS & REC PROGRAMS

Okanagan Falls Parks and Rec programs are offered in the Fall/Winter and Spring and Summer. Flyers with current programs are available at our school office or from the OKF Parks and Rec office, or online at <https://okfallsrec.ca/recreation/>