

sənsisyustən House of Learning



STUDENT/PARENT HANDBOOK 2020-2021

PHONE- (250) 768-2802

E-MAIL - school@wfn.ca

Mission Statement

'sənsisyustən delivers a superior, highly flexible, learner-centered education enriched by traditional Okanagan teachings/values, language and culture.'

Vision Statement

'sənsisyustən is the pre-eminent learning centre with a reputation for promoting community, syilx culture, academics and above all, holistic learning.'

2020 - 2021 School Calendar - Tentative Dates

Please take note of the following list and add these dates to your calendar. Reminders will be sent as days and activities arise.

<u>DATE</u>	<u>ACTIVITY</u>	<u>DISMISSAL</u>
September 8, 2020	School Opens	Dismissal at 11:20 am
October 9	Administrative Day	No School
October 12	Thanksgiving day	No School
October 23	Professional Development Day	No School
November 11	Remembrance Day	No School
December 21	Winter Vacation Starts Dec 21 - Jan 3, 2021	
January 4, 2021	School Reopens After Winter Break	
February 12	Professional Development Day	No School
February 15	Family Day	No School
March 15	Spring Break Starts March 15 - 26	
March 29	School Reopens After Spring Break	
April 2	Good Friday	No School
April 5	Easter Monday	No School
May 24	Victoria Day	No School
June 21	National Aboriginal Day	No School
June 25	Last Day of School For Students	
<u>Bell Schedule</u>		
Entry Bell	Classes Begin	8:25 am
Recess	Student break/Nutrition Break	10:00 - 10:15 am
Lunch Recess	Student break	11:35 am - 12:00 pm
Lunch	Student Nutrition Break	12:00 - 12:25 pm
Dismissal	Students leave for the day	2:35 pm

Please note: Breakfast / Lunch will start on the 8th of September. \$20 fee per student per month has been temporarily waved due to COVID-19. Breakfast will start being served at 8:00 any student arriving after 8:20 will have missed breakfast. Please call the school if your child is going to be late or absent.

Welcome message

Way! Welcome back to another exciting school year! Many activities and events have already been scheduled and we are continually adding more. With purposeful intent and in the spirit of collaboration, we have networked with many organizations who have committed resources, financially and in-kind, toward supporting and enhancing the school's curricular programming. Please take the time to read this Handbook with your child/ren; it will promote an even more successful year for all students and stakeholders.

For your convenience the calendar for the school year is attached. Please peruse the School Calendar to familiarize yourselves of the specific dates of school events, closures, etc. We will be issuing our "Monthly Calendar" at the beginning of each month as well. Please check the calendar for the additional activities that are added over the course of the school year on the live calendar on the website:

<https://www.wfn.ca/our-community/schools/sensisyusten-house-of-learning.htm>

Our school is fortunate to have excellent programs, talented professionals, and a wonderful physical environment, all of which contribute to the quality education offered to each child. We are truly unique!

In turn, we invite you to be your child's greatest advocate, most devoted investor, most important role model, and biggest supporter in education every day.

Share the excitement; sãnsisyustãn, *'The place where you can become anything you choose to be!'*

*"They need to know how much we care
before they care how much we know."*

way', limlãmt



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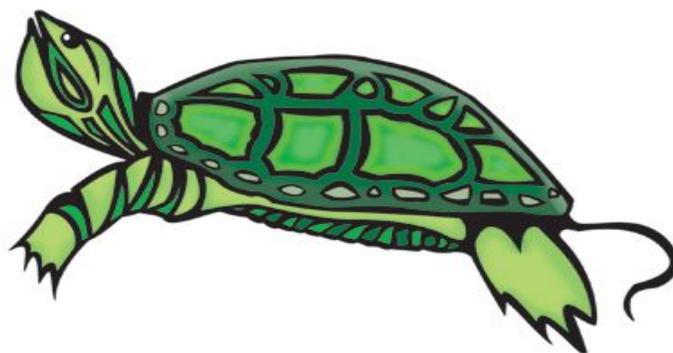
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sensisyustən House of Learning
TEACHING STAFF
2020-2021

Principal	Wes Malo	wes.malo@sensisyusten.ca
Administrative Assistant	Sherry Hamilton	sherry.hamilton@sensisyusten.ca
Kindergarten	Debbie Billyboy	debbie.billyboy@sensisyusten.ca
Grade 1/2	Michelle Smith	michelle.smith@sensisyusten.ca
Grade 2/3	Alisha Manuel	alisha.manuel@sensisyusten.ca
Grade 4	Fern Thomson	fern.thomson@sensisyusten.ca
Grade 5 Teacher	Carson McKay	carson.mckay@sensisyusten.ca
Learning Assistance	Marlene Johnston	marlene.johnston@sensisyusten.ca
Syilx Language Teacher	Maynard McRae	maynard.mcrae@sensisyusten.ca
Syilx Language Assistant	Dustin Schmauder	dustin.schmauder@sensisyusten.ca
School Elder	Wilfred Barnes	-----
CEA	Michelle Hartridge	-----
CEA	Cindy Ramirez	-----
CEA	Kyra McMorran	-----
Bus Driver	John Simmons	-----
Bus Driver	Michelle Hodgson	-----

POLICIES AND PROCEDURES

PARENT ROLES AND RESPONSIBILITIES

1. To ensure that their child attends school on time and on a regular basis.
2. To ensure that their child comes to school dressed appropriately for the weather according to the school's dress code.
3. To ensure that their child is properly nourished and is well rested.
4. To support the school's endeavors to provide a sound education.

TEACHER ROLES AND RESPONSIBILITIES

1. To provide 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 promote the growth of the child emotionally, socially, academically, physically and culturally.
4. To inform the parents of the success and progress of their child.
5. To show care, concern and respect for all children.

STUDENTS RIGHTS AND RESPONSIBILITIES

As a student...

- I have the **RIGHT** to learn in this school.
- It is my **RESPONSIBILITY** to listen to teachers, work quietly at my desk or in my group, and to raise my hand if I have a question or concern.
- I have a **RIGHT** to hear and be heard.
- It is my **RESPONSIBILITY** not to talk, shout or make loud noises when others are speaking.
- I have a **RIGHT** to be respected.
- It is my **RESPONSIBILITY** to be sensitive to others. I will not tease, bully, or bug other people or hurt their feelings. I will use appropriate language.
- I have a **RIGHT** to be safe at this school.
- It is my **RESPONSIBILITY** not to threaten, kick, punch, or physically harm anyone else.
- 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.



CODE OF CONDUCT

All students are expected to conduct themselves as responsible members of a school community. Students must be courteous to the members of the school community and the families living in the school neighbourhood. Students are also expected to conduct themselves in accordance with the **Students' Rights and Responsibilities** and the **Code of Conduct** while travelling to and from school. Students are expected to be respectful of others' property. Students who contravene this code of conduct in circumstances which impact on the welfare of others or the learning atmosphere of the school, may be subject to discipline.

Remember the Seven Teachings of the School:

- Bravery
- Respect
- Love
- Honesty
- Humility
- Wisdom
- Truth



PARENTAL CONCERNS

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

Step 1.

Concerns regarding classroom practice, policy or discipline should first be brought to the attention of the teacher/staff member.

Step 2.

If the matter is not resolved satisfactorily, it should be brought to the attention of the school principal. The teacher should be present at this meeting.

Step 3.

If issue is not settled after discussion in Step 3, contact the Manager of Community Services in writing, indicating the steps you have taken to resolve the problem.

Step 4.

A formal appeal may be made to the sənsisyustən School Board.



SCHOOL FEES

There is a \$40 school supplies fee for the year. This is payable by September 30th. School supplies are provided for students in K-5. If you purchase some of your own supplies, items should be clearly marked.

There is a \$20 Nutrition Program fee, payable at the beginning of the month for each child.

Textbooks and Agendas are supplied for all classes. Teachers will distribute the textbooks and students are responsible for books issued to them. Damaged and lost textbooks must be paid for.

ATTENDANCE/ABSENCES AND LATES



Every student is required to attend school daily and to not depart without the teacher's consent. Students should not be absent from school unless they are ill or an emergency situation arises. If a student must be excused from school before the usual dismissal time, a note or call from the parent or guardian should be given to the teacher in advance. Parents should be in contact with the teachers to determine what work is required when classes are missed. Regular attendance and punctuality contribute greatly to the student's progress at school!

Attendance is taken first thing in the morning. When a student must be absent from the school, it is important that the parent send a note or phone the school prior to 8:45 a.m. to give the reason and expected length of absence. A follow up call will be made to determine symptoms of your child's illness. This is to help the school determine what illnesses are travelling through the student population.

Please ensure that your child arrives at school on time each day. Parents who drive their children to school must arrive by 8:25 a.m. If your child is late, he/she must check into the office before going to the classroom.

SAFETY CHECK PROGRAM

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 give us a call by 8:45 a.m. if your child is to be absent. We have an answering machine for your convenience.



SCHOOL TELEPHONE



The use of the school telephone is intended for school business. The telephones may be used by the students on an emergency basis only. All students must have permission from their teacher before proceeding to use the office phone. Parents who would like to contact a teacher or student during school hours are asked to leave a message with the office or on the answering machine.

COMMUNICATION BETWEEN HOME AND SCHOOL

A definite key to the success of students, parents and teachers of Sensisyston School is found through a meaningful, consistent strategy of home-school communication.

A monthly newsletter will be sent out to all families. It contains important announcements and newsworthy events related to our school life. Various notices and forms will also be sent home regularly. These newsletters and notices serve as a way for the staff to inform parents of special events, needs for volunteers or materials, field trips, etc. throughout the school year. Student work can also be shared with parents and work that the students will be involved in can be described at various times throughout the year as well. If you would like these items emailed to you, please provide your email address to the secretary at the beginning of the school year.

In addition to three formal reports, teachers and administrators communicate with parents informally (phone calls, notes, interviews, messages in the planning book, and home visits) regarding student progress and behaviour.

Teachers are concerned for the well-being of every student. If as a parent, you have a concern or problem, you are encouraged to discuss the matter with the teacher involved. If you need additional help, the Principal is there to listen and assist.

Parents are invited to regularly attend the PAC meetings which are held one night a month and are on the monthly schedule.



SCHOOL PICTURES

School pictures will be taken early in the school year and all students and parents will be given the opportunity to purchase these pictures. Individual and class pictures are taken by a professional photographer.

DRESS CODE

1. Students are expected to come to school wearing clothing which is suitable for school.
2. During the warm weather, beachwear is not considered acceptable dress. (short shorts, short tops with midriff showing, tank tops, muscle shirts and outfits with spaghetti straps) Underwear should not be visible.
3. During the winter, students are expected to dress in appropriate outerwear. This includes proper coats, gloves, hats and boots.
4. Hats are not to be worn inside the building.
5. Students must wear indoor sneakers while inside the building.
6. Caps, hoodies and outside coats should be hung neatly in the hall or in a locker before entering the classroom.

** When a student's attire does not meet the above standards, the Principal will use discretion and in consultation with the staff, take appropriate action.

GYM DAYS

All students are required to have the following for physical education classes:

-clean running shoes with non-marking soles

***Please ensure your child is dressed appropriately on all gym days.



LOST AND FOUND

Items that are found are brought to the Lost and Found Box in the office. These items are displayed during Parent/Teacher Conference Times in the hopes of returning these items. They can also be picked up at any time throughout the year by students or parents. Articles are kept for the school year and if they remain unclaimed, they are donated to a local charity. We encourage students and parents to label all clothing and personal items to assist us in returning them.

LUNCH AND RECESS



Students get a recess/snack break every morning. Please send your child with fruit or vegetables from home daily for the morning break. They also get a $\frac{1}{2}$ hour at lunch. These breaks will be held outside during favourable weather or in the gym during inclement weather. When playing outdoors, they should use the washroom as quickly as possible and go outside immediately afterwards. During the lunch and recess break the children will not be allowed back inside without the permission of the supervisor. Staff members supervise and monitor all recess and lunch breaks.

The school has a healthy foods protocol. We ask that all parents abide by packing their child/ren only healthy snacks and lunches. No candy, chips, pop, chocolate etc... The school will **not** microwave lunches brought from home.

PERSONAL BELONGINGS

The school cannot assume responsibility for loss of and/or damage to personal property which is brought to school. Items like iPods, cell phones, hand held games and toys are to be left at home.

If children ride a bike to school, the use of a bicycle lock is also recommended.

HEALTH AND SAFETY

SCHOOL NURSE



The Public Health Nurse visits the school on a regular basis. Students or parents may contact the nurse by phoning Community Services at 768-0227.

VISITORS

Visitors are welcome at s̓ansisyust̓ən School. However, in order to ensure the safety of everyone at s̓ansisyust̓ən, we must be aware of who is in the building at all times. Visitors who will be staying for an extended period of time must sign in at the office.

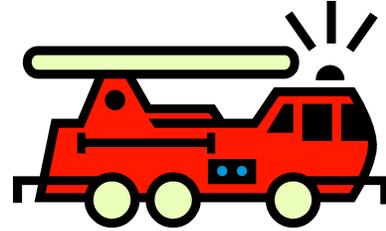
Parents are always welcome to visit the school. Before visiting the classroom for any reason parents are requested to inform the office. Some children and teachers in various lessons find this to be a distraction from learning. Please go to the office and

state what you need and the student may be called down to the office when it is appropriate.

FIRE DRILLS

Fire drills are conducted on a regular basis. The following procedures will be followed during a fire drill:

- 1) When the fire bell sounds, line up, then WALK calmly and QUIETLY in a single file to the assigned exit.
- 2) The first student through a hall and exit door will hold the door open until all students have passed through.
- 3) All students are to assemble outside in the designated meeting place.
- 4) All students are to be quiet in order that teacher instructions and roll call may be heard.



EARTHQUAKE DRILLS

The student and teachers will implement the following procedures during earthquake drills:

The principal will announce the beginning of the drill.

- 1) The teacher will issue the "TAKE COVER" command. Everyone should take cover under desks or tables and face away from the windows.
- 2) Students assume the "CRASH POSITION" under their desks or tables. They face away from the windows on their knees 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, students and teachers will evacuate the school following the procedure for a fire drill. The same routes will be used. Everyone will wait for the signal to re-enter the building.

In halls, stairways and other areas (such as the gym) where no cover is available, move to an inside wall, kneel with your back to the wall, place your head close to your knees, clasp your hands behind your neck and cover the side of your head with your arms.



HEAD LICE

From time to time, head lice are found in the hair of students attending our school. This is no reflection on the cleanliness of the home or child but proper treatment is required to get rid of the insects and nits (eggs). **Please check your child's hair regularly so that we may minimize and prevent spreading!!!**

If you discover head lice in your child's hair, you may contact the Health Nurse regarding the recommended treatment. Please contact the school as well. The school office has informative leaflets about head lice if you would like more information.

When head lice are discovered at the school, parents of the child are contacted confidentially. Appropriate treatment procedures are shared with the family at that time. Students must be properly treated before returning to school. Notice letters are sent home with all students in the class to help prevent spreading.

BICYCLE SAFETY

We and the law require the use of helmets. Bicycles are to be parked in the stands provided and locked immediately upon arrival at the school. They are not to be ridden during the school day. Students are not allowed to play near the bicycle racks 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 speed limit in School Zones. **Speed limit signs should be obeyed at all times** as they are placed areas frequented by children during and after school hours.

BUS TRANSPORTATION AND BUS RULES

Parents and students must remember that it is a privilege and not a right, to ride on the bus. Discipline problems will be reported to school administration who will deal with the issues in an appropriate manner. Suspensions may result when students misbehave while being transported on the bus or while waiting to board the bus. Each student that rides the bus will be required to fill out an application form at the beginning of each school year. Due to COVID-19 all students will be required to wear a mask while riding the bus.

- a) Students must obey the driver cheerfully and promptly.
- b) Students must be quietly seated, facing the front of the vehicle, while the bus is in motion.
- c) Students must not extend arms or heads out of the window.
- d) Students must not litter the bus in any way, chew gum, or eat food on the bus.
- e) When loading, line up and wait for instructions to board the bus.
- f) Students will board quickly as possible, filling seats from the back to the front or get in their assigned seats.



EMERGENCY SCHOOL CLOSURES

If school is to be cancelled due to inclement weather conditions or for any other reason, including health reasons, notice will be broadcast on SILK (FM) 101.5 and you will be contacted by telephone if possible.

PRIVACY OF INFORMATION

The school follows a personal information protection act. If you require further information please call the school principal.

EDUCATIONAL PROGRAMS

LANGUAGE AND CULTURE PROGRAM



sənsisyustən offers a Traditional Language and Culture program that balances our academic curriculum and fosters pride and knowledge of the Okanagan (Syilx) People. Each day we begin with the Okanagan Prayer and daily language and culture classes are taught at each grade level. Classroom teachers meet weekly with our Language and Culture Instructor to plan for integration of cultural activities and materials into the Provincial Curriculum. Our school attends and hosts Cultural events throughout the school year.



REPORTING TO PARENTS

A student's progress is measured through assessment and evaluation.

Assessment is the gathering of evidence of what a student can do. The evidence can include examples of assigned class work: individual or group projects; answers to oral questioning; classroom quizzes and tests; and a teacher's notes and observations. Evaluation is the on-going process of making judgments about the student's work and progress, and making decisions about the most appropriate learning activities and programs for the student.

During the school year, parents will receive three formal written reports, and have two informal meetings, that tell them how well their child has achieved the term curriculum goals, how they can improve their work, and how the teacher, along with the student and parent, plans to help the child achieve goals for the following term. The reporting schedule for this year is as follows:

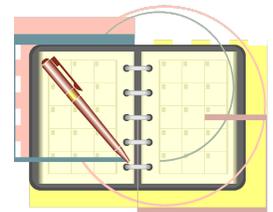
Parent/Teacher Interviews	October and February
1 st Term Report Card	December
2 nd Term Report Card	March
3 rd Term Report Card	Last day of school in June

HOMWORK

Students will bring home assignments that need to be completed. When students are assigned homework, it is expected that the children know how to do the work and that they will return to school the following day with the assignment completed.

If your child is experiencing difficulty with the homework, please get in touch with the teacher and explain the situation before it becomes a problem for your child. If you are wanting to help your child at home and you are not clear on what is expected of your child, feel free to phone the teacher or write a note seeking clarification. Research tells us that the more involved you become with your child's work, the more likely he/she is to enjoy success. **How parents can help:**

- establish a consistent " homework time"
- check the agenda for any homework or communication to the parent
- provide a quiet, regular space to work
- provide the necessary materials (pencils, light, etc.)
- encourage efficiency through organization of time
- participate in:
 - o practicing math drills
 - o listening to reading
 - o reviewing questions
 - o checking for understanding of material in preparation for upcoming tests
 - o helping with spelling
- encourage completion of tasks
- praise your children for their effort



STUDENT AGENDAS

Every student in Grades 1-5 will receive a Daily Agenda. Teachers will be teaching students how to use this tool. At the Primary grades there is less emphasis on homework, so the agenda is used to communicate with the home about the day's events or about specific programs such as spelling. In the Intermediate grades, students are expected to make note of all homework assignments and due dates. These agendas may include many helpful hints and suggestions for parents to help support your child's learning. Please take the time to have a closer look!!!

GYM PROGRAMS

**SKIING/ SNOWBOARDING/ SKATING / SWIMMING / SOCCER/ BASKETBALL /
TRACK AND FIELD/ FIRST NATION DANCE**

Students in Kindergarten - Grade 5 may participate in many of the above programs. If offered, Cross Country Skiing is a school based program provided there is snow AND also can include parent financial contribution. The excursions will take place at Telemark. Skating takes place at Mt. Boucherie arena. Swimming lessons are held at Johnson Bentley Memorial Pool. Dance is held at the school in preparation for the siya?. These programs are integrated into the regular gym program and we are very fortunate to offer these programs.

FIELD TRIPS

Field trips are considered an integral part of classroom instruction. They are arranged by the teacher, principal and administrative assistant. In planning for instruction, staff evaluates many possible sites for field trips in our valley before selecting the trips for our school. Transportation for field trips is provided by our sēnsisyustēn school bus.



AWARDS CEREMONY



During the final month of school, an assembly is held to honour students for their efforts throughout the year. All students from grades K-6 will be recognized for excellence and achievement in Academics, Athletics, Fine Arts, Language and Culture and Citizenship. Students who are recognized in this manner receive certificates and have his/her name engraved on our school trophies. Kindergarten Certificates are also presented at the assembly.

PARENT INVOLVEMENT

SCHOOL'S PAC

The Parent Advisory Council (PAC) parents and guardians have the right to form, and participate in the school PAC. (Section 1.e, of Standard 2017-22 Sensisyusten School Administration.) To facilitate parents' involvement, general meetings should be held monthly at the school. In the past, our PAC have helped with school activities that take place during the day as well as evening events. We encourage your participation and ideas at our PAC meetings to help make our school year a great success! A PAC executive will be selected at the beginning of each new school year.

VOLUNTEER OPPORTUNITIES

The staff at sēnsisyustēn School recognizes that a partnership between the school and home can benefit children, parents and teachers. We welcome those who wish to volunteer. All volunteers must be registered with the school and are subject to a criminal record check.

The following obligations are required from all volunteers assisting in the school:

- a) Volunteers must observe all school policies and regulations.
- b) Volunteers must hold all matters connected with the school in confidence.
- c) Volunteers should respect the professional role and judgment of teachers and administrators, and remember that they are in charge at all times.
- d) Volunteers should try to meet their commitment to the school, especially if a teacher is depending on help with planned activities.
- e) Volunteers must check into the office before continuing with school activity.

Examples of helping in our school may include:

- Accompanying on field trips
- Lending a hand in the classroom
- Making a presentation
- Helping out at school eventsto name but a few.

SEE YOU AT THE SCHOOL!!!!

