



OTS HANDBOOK

Welcome to Oyama Traditional School!

Citizenship • Responsibility • Respect

As the principal of Oyama Traditional School, my positive anticipation of, and excitement for, the 2017-2018 school year is growing day by day. Now entering its fourteenth year as a traditional school, OTS helps students embrace the solid virtues of citizenship, responsibility and respect within a strong academic program with ample opportunities in the arts, athletics, leadership and service. The culture of leadership at the school has been greatly enhanced for the past couple of years as we have embarked on a journey towards becoming a Leader in Me Lighthouse school using the student leadership principles of the 7 habits.

Oyama Traditional is a very special community. The nurturing and friendly tone of the school is greatly enhanced by the involvement and support that our families give to the school. Parental involvement and support greatly enhances the overall educational experience children receive at the school.

Please take the time to review the information in this handbook and discuss relevant points with your child. The handbook outlines all of the important policies and procedures of the school and gives clarification to the expectations for parents, students and staff members.

If you are a returning family, I look forward to renewing our acquaintance at the beginning of the new school year. If you are a new family, I eagerly look forward to meeting you and working with you. If you are a parent who has a child enrolled at another school but are wondering whether Oyama Traditional School might better meet the needs of your child, I encourage you to arrange to contact the school to schedule a tour. Research backs experience: children thrive in educational environments with strong symbols and traditions and high expectations regarding courtesy and respect. Traditional schools help students thrive because traditional schools are engaging, exciting, and vibrant places to be!

If you have any questions, please call me at the school at (250) 870-5121 or send me an e-mail at Ross.Hett@sd23.bc.ca.

Thank you, and welcome to what promises to be another great school year!

Mr. Ross Hett
Principal
Oyama Traditional School

Table of Contents

Oyama Traditional School Staff	3
School Hours	3
Mission Statement.....	4
School Philosophy.....	4
School Goals 2017-2018.....	4
Characteristics	5
Parents as Partners.....	6
Parent Advisory Council	6
Volunteers.....	7
Reporting to Parents	7
Communication	8
Attendance	9
Uniform Policy	10 - 12
Behaviour	13 - 14
Code of Conduct	15 - 17
Special Medical Concerns	18
Nut Aware	18
Supervision of Students	19
Emergency Procedures	19
Online payments for school expenses	20
School Supplies/Cultural Fees.....	20
Activities	21 - 22
Student Awards	23 - 24
School Support Programs	25
School Calendar for the Year	26



Oyama Traditional School Staff 2017-2018

Principal
Secretary
Grade 5/6
Grade 5/6
Grade 4
Grade 3/4
Grade 2/3
Grade 1/2
Grade K/1
Grade K
Library Assistant
Teacher/Librarian
Learning Assistance
Counsellor
Aboriginal Advocate
Speech Therapist
Custodian

Mr. Ross Hett
Mrs. Christy Evans
Mr. Jeryd Baines
TBA
TBA
Mrs. Pippa Dean-Verrman
Mrs. Tammy Gleboff
Mrs. Shannon Daniels
Mrs. Lory Penner
Mrs. Silva Cahill
Mrs. Teresita Smithman
TBA
TBA
Mrs. Devon Wolfe
Mrs. Alicia Mayne
Ms. Cheryl Elsworth
Mr. Don Urquhart

School Hours

All Grades (K – 6)

8:25 a.m.	Warning Bell
8:30 a.m.	Classes begin
11:15-12:15 p.m.	Lunch
1:25-1:40 p.m.	Recess
2:30 p.m.	Dismissal

School Office:

8:00 a.m. – 3:00 p.m.





MISSION STATEMENT

Citizenship • Responsibility • Respect

At OTS we strive for personal excellence and foster traditional values of citizenship, responsibility and respect.

VISION STATEMENT

We aspire to develop the highest standards of character within our students. These enduring virtues are foundations for success will define the leaders and lifelong learners of tomorrow.

SCHOOL PHILOSOPHY

At Oyama Traditional School, the concept of Traditional means high expectations for student achievement, behaviour, and social responsibility. At OTS we are committed to a student-centred approach which meets the unique needs of all learners. The teachers use best teaching practices to create an optimal learning environment and empower students to make good choices. Parents are partners in their child's education. A strong sense of unity between parents and teachers creates an optimum learning environment.

SCHOOL GOALS 2017-2018

School goals are set yearly, in the spring of the previous school year. The Oyama Traditional School Parent Advisory Council consults with the school on a Community Learning Plan. The Community Learning Plan can be accessed on the home page of the school's website and uses the spirals of inquiry to drive school improvement.

The following goals were set for the 2017/2018 school year:

GOAL 1: (Active Status) In aligning with the district's one goal statement, each student at OTS will provide evidence of being a collaborator, a contributor, an innovator, a learner and a thinker.

GOAL 2: (Active Status) The number of students meeting or exceeding expectations in numeracy by year-end (as reflected by data from report card results) will be 90%.

GOAL 3: (Maintenance Status) While assuring that students meet District literacy targets (90% of all students meeting appropriate benchmarks) OTS will continue to use the ELP, PM Benchmarks, SWW, and WCRA throughout the year and a collaborative model of support with the expectation that each child's performance in Reading and Viewing, and Writing and Representing, is maximized.

Characteristics of Oyama Traditional School

Oyama Traditional School is the only traditional school in Central Okanagan (School District #23). As a traditional school, OTS operates within the Public School System and follows the prescribed curriculum and regulations of the British Columbia Ministry of Education. Parental partnership, on-going communication and strong support for the Oyama Traditional School philosophy are vital to our success. The key characteristics that define OTS as a traditional school are...

Vision and Values

- respect for peers, adults and society regardless of differences
- strong work ethic, perseverance, and resiliency are integral to school culture
- strong sense of community with high parental participation (at home and at school)
- Leader in Me principles are embedded into school culture and modelled and taught to all students

Academic Emphasis

- very clear expectations for student achievement
- strong emphasis on numeracy and literacy competency for all learners
- frequent assessment and reporting of student achievement
- frequent recognition of student achievement and effort
- opportunities for enrichment and quality learning experiences outside of the school environment (i.e., student participation on field trips and local or regional special events)
- clearly communicated achievement standards in each grade
- integration of technology and new innovations to enhance student learning and achievement

Student Conduct

- uniforms are mandatory
- clearly defined code of conduct includes high expectations for student behaviour
- students take ownership for the choices they make and any consequences for those choices will be applied consistently
- students receive recognition for exemplary citizenship and respect

Parental Involvement

- open and frequent communication between home and school
- respectful collaboration between school board, administration, staff, parents and students
- volunteers are encouraged to enrich our school environment
- PAC plays an advisory role in supporting school programs

Classroom Standards

- variety of teaching strategies to promote mastery of content, skills and self-confidence, for students' ages and ability levels
- maximized time on task following established rules and routines set by the teacher
- daily and weekly classroom and whole school routines are clearly defined and communicated to parents and students
- students encouraged to finish homework in class when feasible

PARENTS AS PARTNERS

Studies show that when parents actively support their children's learning, their children get better grades, develop a more positive self-image and are more likely to graduate from high school and go on to higher education.

At OTS, parents are expected to support their child's learning and the school philosophy by adhering to the homework policy, uniform policy and ensuring their child attends school on time, regularly. Parents are also encouraged to support the school and their children by participating on the PAC (Parent Advisory Council), the SPC (School Planning Committee) or as a volunteer. Regular communication between home and school creates an optimum learning environment for all children.

The OTS Parent Advisory Council

- The OTS Parent Advisory Council (P.A.C.) meets the first Tuesday of each month in the library at 6:00 p.m.
- It is an organization of parents who are dedicated to the education and well-being of children.
- Its primary mandate is to promote effective communication between home and school, play an advisory role to encourage parents to participate in educational activities and decision-making, to strengthen the role of families in education and schooling, and to foster meaningful parent participation.
- All parents and guardians of students at Oyama Traditional School are members of the Oyama Traditional School Parent Advisory Council and are encouraged to attend the meetings.
- The Oyama P.A.C. is involved in various fund-raising activities during the year, including a Hot Lunch Program.
 - The Hot Lunch Program runs every Friday. Parents order and prepay for meals which are delivered to classrooms. Order forms are sent home on a monthly basis. Dates and procedures must be followed, and there is no extra food available on the day.

Members of the OTS PAC Executive, occupying a variety of roles including as President, Vice-President, Treasurer and Secretary will be announced in September and communicated to all parents in the school newsletter.

The OTS PAC also maintains a Facebook page for parents. Parents are expected to use good digital citizenship when commenting on this page as it is a reflection of the school. If parents have issue with a school district employee they must contact the principal as a first step, and not make comments about an employee on Facebook.

VOLUNTEERS

Parents and other visitors are welcome to the school. An important aspect of the Traditional School philosophy is the teamwork between staff and volunteers in our school. Teachers and the principal schedule volunteers in the classrooms and throughout the school. We are lucky to have the support of many different volunteers in many aspects of school life, which enriches the program we can offer to the students. All volunteers are equally valued – whether you can give an hour once in a while or whether you are available for a regular commitment we appreciate all the help that we get!

All visitors must report to the office to sign in on arrival and sign out upon leaving. Visitors must follow all emergency procedures if present in the building during an emergency.

Prior to working with students, all volunteers must undergo a Criminal Records Check. Drivers also need to complete paperwork and provide a copy of their insurance and driver's license. See the secretary at the school for the correct forms.

REPORTING TO PARENTS

The following information is copied from the Ministry of Education website (as of Spring, 2017).

Interim Student Reporting Guidelines for Grade K-9

During the school year, Boards of Education must provide parents of students with a minimum of five reports describing students' school progress. Rather than focusing on formal and informal reporting to parents, reporting will be timely and responsive throughout the year, following district policies and procedures.

Reporting must include a written summative report at the end of the school year or semester.

Grade K-3

Reports to parents will provide information about students' progress in relation to the learning standards of the curriculum.

Summative reporting for Grades K-3

At the end of the school year, Boards must provide a written summative report to parents. Summative reports will use descriptive written comments that address the student's progress in relation to the learning standards of the curriculum in all areas of learning as set out in the Required Areas of Study Ministerial Order.

Summative reporting will also include student self-assessment of core competencies, with teacher support.

Grades 4-9

Reports to parents will provide information about students' progress in relation to the learning standards of the curriculum.

Summative reporting for Grades 4-9

At the end of the school year or semester, Boards must provide a written summative report to parents that address the student's progress in relation to the learning standards of the curriculum in all areas of learning as set out in the Required Areas of Study Ministerial Order. Board policies and procedures will determine the use of letter grades on summary reports. Boards will provide letter grades to parents upon request.

Summative reporting will also include student self-assessment of core competencies, with teacher support as appropriate for the student.

At Oyama Traditional School, in addition to communicating student learning to parents through summative end of year or end of term reporting, there are two other opportunities for parents to connect with teachers to discuss student learning. One is a "meet the teacher" evening held towards the end of September, in which parents can then schedule follow-up parent/teacher conferences in October, and the other are parent/teacher conferences (aligned with early dismissal days) in late January or early February.

Parents are asked to contact the teacher with any questions or concerns. Either the teacher or parents may request an appointment. Remember that 'reporting' can take many forms: phone calls, notes, or after-school conversations at any time throughout the year. Frequent communication between home and school is always welcome, and very important.

COMMUNICATION BETWEEN HOME AND SCHOOL

1. *Contacting your child's teacher*

If you have a question or a concern regarding your child, please contact your child's teacher. This can be done by

- writing in your child's agenda,
- sending a note,
- phoning or
- leaving a message at the office.

In the case of a more involved issue, an appointment must be made. Appointments made in advance are the most efficient way to raise concerns or questions with your child's teacher. While sometimes it is possible to drop in to see the teacher, usually they will be busy meeting the needs of the whole class, and therefore appointments, phone calls and emails work best.

2. *Contacting the Principal*

If you have questions or concerns that you would like to discuss with the principal directly, please either call to make an appointment or email at ross.hett@sd23.bc.ca. If the concern or issue is one dealing with your child's class and/or teacher, the teacher should be contacted first. Then if the issue cannot be resolved, the principal should be contacted.

Written communication to provide families with school information will be issued throughout the year. Please take the time to read them, discuss them with your children, and keep them handy for future referral.

- Each month a school newsletter is sent home, as well as PAC Pages from the PAC. Each gives information on events that have taken place, events that are about to happen and interesting news about our school community.
- On a weekly basis, an e-letter from the principal is sent home, containing more news. Letters are also sent home advertising special events and field trips. Often reply slips are attached and we ask that you send back reply slips as soon as possible.

STUDENT ATTENDANCE

Regular attendance and being on time are two key factors in ensuring success in school. Students who attend regularly and on time develop strong bonds with their teachers and their peers and feel less stress about being on top of workload. Equally, students learn important lessons about responsibility that serve them well through high school and their entry into the workplace.

Be On Time

Many important facts, upcoming events and the shape of the day are discussed first thing in the morning; information that cannot be easily relayed to a late arrival and therefore it is extremely important that students do not miss these vital pieces of information. ***Students who are late are required to report to the office before going to class and should either be signed in by their parent or bring a note excusing their lateness.*** Please make sure that your child leaves home in adequate time to arrive at school by 8:25am.

Be Here

Students who miss school for extended periods of time miss many skills, concepts, and other learning outcomes that are difficult to learn on their own while on vacation. It often takes many weeks for the student to 'catch up'. Consistent attendance helps children gain the full benefit of the traditional program, which is structured and sequenced. Absences for any reason other than illness are discouraged. It is recommended that parents schedule vacations that coincide with school vacation periods. If parents choose to withdraw their children for vacations during regular instruction time it will be the responsibility of the parent to meet with the teacher when the child returns to school to ensure that the missed skills are communicated and that the parent addresses these skills with their child. There is no expectation that teachers provide work for students who are absent from school for family vacations.

If your child is ill or absent for important reasons, please phone the school absentee reporting system, (250) 870-5121 to let us know of the reason and duration of the absence. If the secretary is not available, please leave a message on our answering machine.

Students who are absent for illness over an extended period are referred to the school district's Hospital Homebound program which supports these students with work and their re-entry to school.

"Call Back Program" Phone 250-870-5121 before 8:30 a.m.

To ensure the safety of our students, we have a "call back program". If your child is not at school and we have not received a phone call stating that he/she will be absent, our secretary will phone you.

UNIFORM POLICY

At Oyama Traditional School uniforms are mandatory. We believe uniforms create a sense of belonging among the students, which builds school spirit and discourages competition based on clothing.

It is the responsibility of the parents to ensure that students attend school wearing the entire uniform in a neat and presentable manner and that the garments are kept clean and in good condition. All uniform items **must be labeled** with the child's name.

Staff will monitor adherence to the dress code on a daily basis. ***Students not adhering to the uniform policy will be given reminders to take home. Students who repeatedly fail to adhere to the uniform policy will have their parents contacted by the principal to resolve the issue.***

Uniforms

School uniforms consist of the students' choice of uniform items as outlined in the supplied catalogue. An OTS logo'd top with navy bottoms must be worn daily in the classroom. The logo'd shirts are available in light blue, white, red or navy and students are permitted to wear the colour of their choice. School shirts must not be covered up by non-uniform sweatshirts or sweaters in the classroom. An OTS crested hoodie, sweater or pullover is acceptable in the cooler weather. As some uniform tops are made of 100% cotton, and sometimes shrink up especially on taller intermediate students, children may wear a plain undershirt and have it showing below their uniform top if it is in uniform colour only (light blue, navy blue, red or white). Grade 6 grad hoodies may not be worn in the classroom or anywhere else inside the school, except on days specified by the principal. Students in grades 4 – 6 must change for P.E. Students are not allowed to wear the grey logo'd P.E. tee shirts in the classroom; only in gym class.

Uniform violations

If students are in violation of uniform policy, stickers will be used to indicate uniform violations to parent/guardians in the agenda book as follows:

- 1 White sticker: "warning" – must be signed by parents/guardians
- 1 Yellow sticker: "lunch detention" – again must be signed by parents/guardians
- 1 Red sticker: "recess/lunch" detention with writing assignment – phone call home by the Principal

Each month is a fresh start but beginning.

Uniform Items:

Bottoms

- Navy 100% cotton non-stretch pants or navy blue "jeggings" with a button front and pockets but **NO jeans**. In warmer weather shorts or skorts may be worn. Navy or white tights may be worn with a skort, tunic or skirt. Note that tights may only be worn if accompanied by a skort, tunic or skirt.
 - Tunics and skirts must be of an acceptable length.
- **please note—ripped or faded cotton bottoms must be replaced immediately.

Tops

- OTS Logo'd light blue, navy, red or white short or long sleeved golf shirts
- OTS Logo'd white and light blue blouses/dress shirts
- OTS Logo'd navy knit cardigans or vests
- OTS Logo'd hoodies (pullover or zip-front)

Formal/Dress Uniform: For formal school presentations, either at the school or out of school (i.e. Remembrance Day assembly, choir presentations), students **must wear OTS logo'd red golf shirt with navy bottoms.** Non-logo'd garments such as tunics are not considered dress uniform.

Field Trips: Students are required to wear school uniform on field trips, unless otherwise stated on the field trip form. This may be regular uniform or may also be more appropriate to the type of field trip – for example, gym strip to a sporting event.

Physical Education

Gym strip is mandatory for Grades 4-6 and will consist of:

- OTS grey logo'd gym shirt
- OTS navy shorts or OTS navy sweatpants

Please remember that gym strip, yoga pants, sweatpants and jeans are not acceptable classroom wear.

Accessories & Footwear

Socks and tights worn with skorts, shorts or tunics must be in the school colours of solid navy, light blue, red or white. Excessive use of make-up and temporary tattoos is discouraged for elementary aged students. Outdoor footwear must be safe for the playground. Flip-flops and high heeled sandals are not considered appropriate footwear for school. Non-marking indoor footwear must be worn in the classroom and gymnasium.

Please note: The following accessories are not acceptable for classroom wear:

- headgear of any sort including baseball caps, kerchiefs and bandanas, other than religious headwear.
- scarves of any design (acceptable outerwear)
- large earrings are not permitted in the classroom, during P.E. classes, or on the playground during school hours due to safety reasons
- large bulky necklaces or bracelets

Also note:

- Only stretch material "jeggings" with pockets, and a button may be worn. Students may not wear tights. Jeggings must be navy blue (not denim like in their appearance, i.e. with tawny stitching or a faded appearance)
- No black pants may be worn.
- No jeans may be worn.
- Plain navy or white tights may only be worn with skorts, skirts or tunics.
- Headbands must be aligned with the school colours (crimson, navy, light blue or white).

Exceptions: Spirit Days are celebrated from time to time. On these days' students will be given a theme to dress to, from simply a non-uniform day to a variety of fun themes, as decided by the Leadership group. At least a weeks' notice will be given.

Uniform Sales

Uniform items will be available throughout the year from the supplier and there will also be items for sale in the office.

The purpose of having a uniform supplier is to ensure that all students are equal and are not discriminated against for clothing issues as well as ensure consistency in style, quality and colour.

All students are required to wear only uniform logo'd tops from the designated supplier.

Solid navy bottoms, similar to the styles displayed in the supplier's catalogue are mandatory.

Suggestions for minimum weekly clothing requirements are three tops and bottoms.

The Turner Fund

The money in this fund has been donated to the school by the PAC to subsidize families requiring financial assistance for the mandatory school uniforms. If you wish to apply for financial support, please address a letter to the principal. Applications are dealt with in a highly confidential manner.

Used Clothing

The school has a recycling bin for gently used uniform items. Please feel free to donate to this bin or trade when students grow out of their uniforms and need a new size.

The OTS logo is the property of Oyama Traditional School and may not be used by any person or company without the express written permission of the OTS Principal.

BEHAVIOUR AT OYAMA TRADITIONAL SCHOOL

Our goal is to provide a safe and purposeful learning environment for all students. Based on traditional school values of respect, commitment, family and integrity, staff and parents have developed a set of expectations for student behaviour. It is expected that students consistently display well-defined standards of behaviour with a strong emphasis on respect, honesty, courtesy, self-discipline, integrity, responsibility and citizenship. We use the common language of the "7 Habits of Happy Kids" and the Leader in Me to reinforce strong character development.

Class discussions, whole school assemblies and direct one-to-one conversations will be used to ensure the children and parents clearly understand the expectations.

The following page shows our matrix of expected behaviours, based on our three foundations – Citizenship, Responsibility and Respect. This is always a work in progress, and staff and the PAC review it during the year. We welcome your input.

Following this is our code of conduct. At the centre of our beliefs is the hope that we support children to learn from their mistakes and to develop empathy for others.

The Oyama Traditional School discipline policy incorporates the policies and procedures outlined by S.D. #23 Policy 455 and 455 (R). Parents may at any time receive a full copy of these policies by asking at the school office or by visiting the school district web page, www.sd23.bc.ca.

		EVERYWHERE	Classroom	Hallways	Lunchtime	Playground	Washrooms	Bus
O utstanding Citizenship	MAKE OTS A BETTER PLACE - BECAUSE <u>YOU</u> ARE HERE	<ul style="list-style-type: none"> •Recycle •Pick up litter •Help others •Include others •Show that you care about others 	<ul style="list-style-type: none"> •Volunteer • Be patient in the cloakroom 	<ul style="list-style-type: none"> •Look at the displays •Help visitors to our school 	<ul style="list-style-type: none"> •Put garbage in the garbage can •Take uneaten food home •Clean up your desk •Eat healthy food 	<ul style="list-style-type: none"> •Take turns on the equipment 	<ul style="list-style-type: none"> •Tell an adult about any problems in the washroom •Get back to class quickly so that others can use the washroom 	<ul style="list-style-type: none"> •Take all garbage off the bus •Accept partners on seats
T aking Responsibility	MAKE GOOD CHOICES - YOU ARE ACCOUNTABLE FOR THEM	<ul style="list-style-type: none"> •Be on time •Be prepared •Use quiet voices inside buildings •Consider the feelings of others before acting 	<ul style="list-style-type: none"> • Know the task and stay on it • Be prepared to learn •Use your agenda •Follow the dress code Try your best •Get help when needed Stay in your seat 	<ul style="list-style-type: none"> •Keep to the right • Walk in single file when with your class •Wipe your feet when entering the buildings •Remove headgear when entering the buildings 	<ul style="list-style-type: none"> •Ask permission to leave the room •Stay in your seat 	<ul style="list-style-type: none"> •Have a plan for play •Dress for the weather •Take responsibility for any equipment you have borrowed •Return any borrowed equipment to where you got it from 	<ul style="list-style-type: none"> •Pick up your towels •Wash hands •Flush 	<ul style="list-style-type: none"> •Wait patiently in a line outside the bus •Stay in your seat
S howing Respect	TREAT OTHERS AS YOU WANT TO BE TREATED YOURSELF	<ul style="list-style-type: none"> •Keep hands and feet to yourself •Be polite to everyone • Listen Follow instructions 	<ul style="list-style-type: none"> •Share and be fair •Accept ideas and beliefs of others •Listen to others •Put up your hand 	<ul style="list-style-type: none"> •Walk •In the morning enter the building when you have permission •Listen to any instructions you are being given by an adult 	<ul style="list-style-type: none"> •Eat your own lunch • Listen to the Noon Hour Supervisors 	<ul style="list-style-type: none"> •Play safe •Listen to supervisors •Speak appropriately to everyone 	<ul style="list-style-type: none"> •Ask permission to leave class to go to the washroom •Leave the washroom as you found it or better •Treat each other politely 	<ul style="list-style-type: none"> •Use quiet voices on the bus •Listen to the bus driver •Keep hands and feet to yourself

Oyama Traditional School

Code of Conduct

A school's Code of conduct is established to help maintain a safe, caring and orderly environment for learning.

School Rights & Responsibilities

Some of the things we expect at our school include:

- Showing good manners;
- Respecting self, others & property;
- Giving best effort at work & play;
- Making safe choices;
- Honesty;
- Punctuality in attendance;
- Using appropriate language;
- Following school guideline's and
- Showing responsibility and leadership

Our school has identified "Rights and Responsibilities" for all students and "School-Wide Expectations". These are the foundation of our Code of Conduct and are taught to all students and posted on our website.

While most members of our school community conduct themselves in a positive and responsible manner, violations of our school's Code of Conduct may occur.

A variety of strategies will be used to deal with incidents that occur-severity of the incident, frequency of infractions, and student age/maturity are considered when determining appropriate disciplinary action. Special consideration may apply to students with special needs who are unable to comply with expectations due to having a disability. Whenever possible and appropriate, consequences will be restorative rather than punitive.

Oyama Traditional School promotes the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender or sexual orientation. Behavior or communication that discriminates based on any of the prohibited grounds listed will be treated seriously by our school.

Minor Incidents

These actions disturb the positive and orderly school environment & include behaviors like:

- Being in an out-of-bounds area
- Misuse of washrooms or playground items
- Playing unsafely (i.e. rough play)
- Poor lunch manners
- Gum chewing
- Rudeness to other students
(Name calling)
- Pushing and shoving in a line-up
- Running while indoors
- Littering
- Disruption of instruction/learning

Possible consequences:

- Warning
- Problem solving conversation
- Review or expectations
- A time-out with supervising staff
- School service
- Loss of privileges

Major Incidents

Minor repeated incidents will be treated as a major incident. This level of misbehavior may also include:

- Lying
- Swearing
- Wilful vandalism to property
- Leaving school grounds without permission
- Stealing
- Defiance to staff
- Bullying (e.g. Intimidation, racial slurs)

Possible consequences:

- Problem solving conversation
- School/community service
- Contract created
- Parent/guardian contacted
- In-school/out-of-school suspension

Unacceptable Incidents

These behaviors are highly disruptive. Repeated major incidents will be dealt with as unacceptable. These incidents include:

- Fighting (violence)
- Verbal abuse
- Throwing dangerous items (e.g. Rocks, snowballs, etc.)
- Major theft or vandalism
- Possession of or use of weapons
- Extreme non-compliance with staff
- Drugs/alcohol/tobacco at school

Possible consequences:

- In-school/out-of-school suspension
- 1-10 day suspension or Indefinite Suspension (away from school, at the discretion of the principal)
- Legal intervention (i.e. R.C.M.P.)



MAKE WISE CHOICES

Notification

Depending on the severity of the infraction parents of student offenders and student victims may be notified. The school will also inform other parties as necessary. For example, in case of illegal activity, the R.C.M.P. will be notified or if the safety or well-being of a child is in question, the Ministry of Children and Families will be notified.

SPECIAL MEDICAL CONCERNS

Please let us know if your child has any special health problems. If a student requires prescribed medication during school hours, the procedure outlined below must be followed:

1. A Medical Alert Planning Form and a Request for Administration Form must be completed and returned to the office. This must be done on an annual basis. The Request for Administration of Medication needs to be signed by the child's physician.
2. Student medication must be kept at the office.

Please keep us informed if there are any changes to your child's medical condition or if there are any incidents/occurrences outside school time that we need to be made aware of.

Head Lice

Please notify the school if your child has head lice. Treatment information is provided by the school. **Please note that the presence of head lice does not reflect on cleanliness, parenting or income of a family. Anyone can get them.** Head lice is spread easily through schools and childcare centers. Children's heads often touch when playing together or working on projects. Students often share or trade personal items such as combs and may store coats and hats close together.

Communicable Diseases

Please report any communicable disease to the Public Health Nurse and the school. While the responsibility for providing medical information and controlling the spread of a communicable disease belongs to the Health Unit, the school may insist with the dissemination of information to staff, students and parents. Both the school and the Public Health Unit need to know about measles, mumps, chicken pox, etc.

Hospital Homebound Program

This service is available to students who are absent from school for long term (two weeks or more) medical reasons. The services provided include hospital and home visits by a qualified teacher, liaison between home and school and access to educational resources to support the students' program of study

NUT AWARE

Within our school community there are students who have a potentially life-threatening allergy (anaphylaxis) to foods, predominantly to peanuts and nuts, such as cashews, walnuts, almonds, pistachios, pecans, hazelnuts and spreads such as nutella.

We feel that the best way to reduce the risk of accidental exposure to these students is to respectfully ask for the cooperation of the parents/guardians within this school to avoid sending peanut butters or products with peanuts or nuts listed in the ingredients with your child, either for snack or lunch, or if arrangements have been made with the teacher to send treats into class.

If your child accidentally brings products with nuts or peanuts, they will be asked to eat them at a designated table and will then be asked to wash their hands.

SUPERVISION OF STUDENTS

Before School:	Two staff members will be on duty from 8:10-8:25 a.m.
Lunch Time:	Two Adult Noon Hour Supervisors will monitor students' behaviour in the classroom and on the playground at lunch.
Recess:	Two staff members will be on duty from 1:25-1:40 p.m.
After School:	A staff member will be on duty from 2:30-2:45 p.m. Students still on the grounds at 2:45 p.m. are expected to report to the office

Lunch Time Expectations

Students who eat a nutritious morning snack and lunch stay focused longer during the school day. Please be sure to include fruit and vegetables in the food that you send to school and keep treats to a minimum. Also, please be aware of school-wide or classroom alerts concerning food allergies. As you will have read in this handbook, our school is Nut Aware, and we ask that you avoid sending products containing nuts to school with your child.

While waiting in their classrooms, students are expected to:

- Sit at their own desk
- Speak with their 'quiet' voice
- Raise their hand if needing to get a drink or use the washroom
- Not share/trade food
- Tell the supervisor if they have inadvertently brought nut products to school so that alternate arrangements can be made for them to eat outside the classroom.
- Not throw out whole apples, oranges, etc. These should be taken home if not eaten.
- Clean up their own desk area and wipe off their desk after they have finished eating

Students who repeatedly violate lunchtime expectations will be removed from the class to eat in an alternate area.

EMERGENCY PROCEDURES

Throughout the year we conduct a number of drills to cover fire, earthquake and lockdown emergencies. Students are prepared for these drills by their classroom teacher and are expected to behave to the high standards. Adults who are visiting our school are also expected to follow all emergency procedures.

In a major local emergency, such as an earthquake, schools will remain open until all students have been released to a parent or authorised person.

ONLINE PAYMENTS FOR SCHOOL EXPENSES

For SAFETY and EFFICIENCY reasons, we want to reduce the amount of cash & cheques coming into our school therefore we are continuing to offer ONLINE payments for all student related fees.

Please take 5 minutes to register.

Here's how:

Step 1: Go to this website:

<https://centralokanagan.schoolcashonline.com>

Step 2: Register by selecting the “Get Started Now” and following the steps.

Step 3: After you receive the confirmation email, please select the ‘[click here](#)’ option, sign in and add each of your children to your household account.

✓Convenient ✓Safe ✓Secure

SCHOOL SUPPLIES/CULTURAL FEES For the 2017-2018 School Year

Oyama Traditional School provides school supplies for students through our supply purchase plan. By purchasing supplies through the school, your child is provided with all the necessary materials (and more!) for the entire school year. Materials are purchased through our School District at bulk educational prices, which ensures that parents are getting the best deal possible. All students pay a cultural fee which covers the cost of various performances at the school throughout the year.

Students in Grade 1 through 6 also receive agenda books which help develop time-management and goal setting skills and include important school routines and information. The agenda is an excellent means of maintaining effective home-school communication and its use is incorporated into our homework policy.

<u>Grade</u>	<u>Supplies</u>	<u>Cultural</u>	<u>Total</u>
K-6	\$30.00	\$10.00	\$40.00

Cheques should be made payable to Oyama Traditional School. Payment for supplies is due before the end of September unless previously arranged with the office.



ACTIVITIES

OTS House system

As part of our Traditional School philosophy, students are placed in houses, with siblings placed in the same house. Working with their house teaches students to work cooperatively, to support others in a variety of endeavours, and exhibit the qualities we value as a school – *citizenship, responsibility and respect*. Our house names are:

Samurai- Red 侍 Bushi - Yellow 武士 Musha - Green 武者 Tsumamono - Blue 兵

Our house names were developed by a student based on the Japanese words for Warrior, our school team. Oyama was named after a Japanese General.

Within the house system students work on team games, spirit activities and collect house points which are collected towards term and the end of year house winners whose names are engraved on the House Team plaque.

Leadership

We have many student leadership opportunities at OTS as we are a “Leader in Me” school.

First, students rotate through various classroom leadership roles under the guidance of their teachers.

Next, we have school wide leadership roles that students can apply to be a part of.

Each year students can apply to be part of a Lighthouse student leadership team. This core leadership group of students then encourages various “zones” of school-wide leadership throughout the year, including, but not limited to:

House Team Captains:

Each House has two House Team Captains, one boy and one girl, who help at weekly House Team games, and also with tallying House Points and participating in House Team assemblies.

We Day Student Leadership

These students travel to the Free The Children mega event, We Day, in October to hear notable speakers such as Archbishop Desmond Tutu motivate them to "be the change" and make an impact on global issues. These We Day student leaders, under the guidance the teacher sponsor, have been making a real impact by meeting together, making presentations at assemblies, and raising funds to provide clean water for life to persons in developing countries. We Day is an annual event each fall, and every year OTS is proud to send students to attend the big event and do social justice service projects throughout the year.

OTS Dance Team

Our wonderful dance team is made up of students of all grades. They perform during our school assemblies and at our local events such as Oyama Fun Day.

Spirit Days

Each month we have a Spirit Day where students do not wear uniform but instead dress on a given theme. There are often prizes and other events. Some Spirit Days are linked to the school's charitable causes and students may be expected to make a small donation on those days for the opportunity not to wear uniform. The themes of the Spirit Days chosen through an application process – any group of students interested in completing an application are allowed to do so and if successful help organize the fun lunch hour activities surrounding the spirit day.

Fine Arts

We believe many academic skills are enhanced through music, dance, art and drama. Teachers with specialities in these areas will be delivering the curriculum in the intermediate grades. The music program includes a Primary Choir.

Athletics

Oyama Traditional School believes in promoting an active, healthy lifestyle. Our physical education and athletics program enable students to develop skills and a level of excellence in a sequential manner. Students are encouraged to join our school teams and participate in lunch hour activities. We have the following school teams: Volleyball, Cross Country Running, Basketball, and Track & Field.

Clubs and Exploratory Learning Electives

At OTS we believe it is important to offer students other opportunities to discover their interests, passions and strengths. The dedicated staff and volunteer parents in the community devote a great deal of their out of class time to support and enrich our students' experience at school. Clubs and Exploratory Learning Electives are based on the interests and availability of teachers and volunteers, but have included such things as Lego Robotics, Little Bits circuitry design, computer coding, construction challenges, cooking, gardening, knitting, paper mache, scrapbooking, printmaking, water colours, puppet making and film making.

Parents who are interested in running a club or helping with an exploratory block should contact the school.

STUDENT AWARDS

At Oyama Traditional School we believe self-esteem plays a major role in student learning. Students are recognized many times throughout the school year to celebrate their many achievements and successes. Positive student behaviour and good work ethic are continually encouraged and rewarded. Our goal is to work towards encouraging intrinsic motivation, self-confidence and a healthy self-esteem. We will be recognizing student accomplishments around the school, in the classroom and in the community in various ways.

House Points

Students are awarded house points for a variety of things, from good work to acting in accordance with our values of Citizenship, Responsibility and Respect. All house points are added to a cumulative house total and a prize is awarded to the house at the end of the year. From time to time awards are made to individual students, both randomly from picking names from house points, and for students who have accumulated the most in each class.

Terrific Kids Awards

The Kiwanis Club Kids program is promoting character development and good citizenship. They do this through the Terrific Kids Award program. The Kiwanis Club has teamed up with Oyama to honour the students at our school who display the following qualities:

Thoughtful, Enthusiastic, Respectful, Responsible, Inclusive, Friendly, Inquisitive, Capable, Kids! (Terrific Kids!)

Certificates and prizes are awarded at our monthly whole school assemblies. We thank the Kiwanis Club for supporting this program and including our school.

Term Awards (Grades 4-6):

For each reporting period students from Grades 4-6 will receive a certificate of recognition for their achievements in the following areas:

Principal's Select List:

Students must have a 3.4 grade point average (A = 4, B = 3) in all subjects. They must also have no letter grade less than a B, and their Work Ethic grade must be a G.

Honour Roll:

Students must achieve a 3.0 grade point average in all subject areas on their term report card (A = 4, B = 3, C+ = 2, C = 1.5, C- = 1), their Work Ethic grade must be an S or a G, and no letter grade may be below a C+.

Citizenship:

Students who are willing volunteers; enthusiastic in all areas (classroom and environment); a positive role model to peers, other students and staff; fulfill all tasks with a positive attitude; show initiative; are courteous; willing to share responsibilities in and out of the classroom; show genuine empathy for other students, peers and teachers. These students are chosen by classroom teachers.

The list of winners will be printed in the school newsletter and posted on our 'Hall of Fame' in the main hall at the end of the term.

Year-end Awards:

Intermediate students receive recognition if they have achieved success in all three terms in work ethic, academic or honour roll.

Primary students are recognized by their teachers on a regular basis for their achievement and successes.

Grade 6 Awards

A school selection committee will choose students for the following awards.

- **Principal's Award:** Top overall student. This student will be outstanding in academics, effort, athletics, fine arts and citizenship/service. They are respected for their leadership and are a positive role model for peers.
- **Academic:** The male and female student who achieve top marks in all areas of the curriculum throughout the year.
- **Barbara Irvine Award:** The top student who has demonstrated an excellent work ethic during the school year. This student makes good, consistent use of class time with few reminders needed. He/She is responsible for completing and returning homework assignments on time. He/She shows good organizational and planning skills and follows criteria set out by teachers. The person winning this award completes all work (individual or group) with a positive attitude.
- **Athletic:** The top male, and female student who participates in 2 or more school sports, always shows good sportsmanship and attitude, attend practices and games, and demonstrate a willingness to improve skills.
- **Spirit Award:** Everything about this student shows that they are proud to be a part of Oyama Traditional School. This student takes part in most/all extra-curricular events. They are a leader and positive role model for peers. This student will most likely ask to organize events for the school or a small group of students. They demonstrate their pride in OTS by talking positively about the school and its events throughout the community.
- **Service:** A student who has helped out consistently around the school and classroom for any staff member, parent or fellow student. This student shows initiative and volunteers in many situations. While helping, this student shows a positive attitude and is polite and courteous to others.
- **Citizenship:** A student who has modeled exemplary citizenship throughout the school year. This will be the top student who shows genuine empathy and concern for others and is a positive role model to peers.

Please note: If the selection committee cannot identify a student for a specific award in any given year, the award will not be presented.

The list of winners will be printed in the school newsletter and posted on our 'Hall of Fame' in the main hall at the end of the term.

SCHOOL SUPPORT PROGRAMS

The school has a number of support personnel and/or to assist with areas of identified concern, such as:

- **a Learning Assistance Teacher** who provides intervention strategies and additional programming for students identified as having some learning difficulties. Math and Language Arts are the main focus on the Learning Assistance program.
- **Certified Education Assistants (CEAs)** who are assigned by the district to work with designated students.
- **One to One Reading**, a program is run by parent volunteers in coordination with the school staff. Students who need one-on-one time to gain confidence in their reading or who need a little coaching, meet with a trained parent 2-3 times a week for about 20-30 minutes.
- **Homework Club**, a program run by a CEA to help students complete learning assignments at lunch.
- **an Aboriginal Support Worker** who is assigned to work with Aboriginal students on one half day a week
- **a Counselor** who assists students experiencing difficulty. Students can be referred to the counselor by the classroom teacher or parents directly. Our counselor is available one day a week
- **a School-Based Team** which examines ways to provide the best learning environment for the referred student and to support the referring classroom teacher. The School-Based team composition changes with the needs of the student, but may include the principal, the classroom teacher, Learning Assistance teacher, counselor, speech/language pathologist and parent.
- **a variety of services from the school district, including:**
 - Speech/language services
 - Public health nurse

School Calendar for the Year 2017-2018

September	5 21	School Opens – early dismissal 11:00 am PAC Fall Barbecue and Meet the Teacher evening
October	6 9 20	Administrative Implementation Day – No Classes Thanksgiving – No Classes Teacher Professional Day – No Classes
November	3 13	Non-instructional Day – School closed Remembrance Day - School closed
December	14 15 22	Winter Concert – Oyama Hall 1 st Term Report Cards to go home Winter Vacation Begins at 2:30 pm
January	1 8	Statutory Holiday – school closed School re-opens after Winter Break
February	1 & 2 12 23	Parent Teacher Conferences – Early dismissal–12:30 pm Family Day - School closed Support Staff In-service Day – School closed
March	16 30	Spring Break begins at 2:30 pm Good Friday – School closed
April	2 3 6	Easter Monday – School closed School re-opens after Spring Break 2 nd Term Report Cards to go home
May	21	Victoria Day - School closed
June	28 29	Last day of school for Students 3 rd term Report Cards to go home Administrative Day; school closed

Some dates and times may be subject to change.

School Hours

8:25 a.m.	Warning Bell
8:30 a.m.	Classes begin
11:15 – 12:15 p.m.	Lunch
1:25 – 1:40 p.m.	Recess
2:30 p.m.	Dismissal