



Mile 108 Elementary School

PO Box 27
4958 Easzee Dr
108 Mile Ranch, BC V0K 2Z0
Ph: (250)791-5221

Helpful School Information For Families

Volunteers In Schools

Adults volunteering in the school or chaperoning school fieldtrips are asked to complete a criminal record check. The criminal record checks can be completed through the online criminal record check at:

<https://justice.gov.bc.ca/criminalrecordcheck>

- Access code: 8PXZL5DNZ3

Volunteers are required to sign in at the office upon arrival. In case of emergency, it is very important that the office have an accurate list of people in the building. In the case of an emergency, volunteers are required to follow emergency procedures set by the school and meet on the field and report to the school secretary.

Volunteers in the building may be asked to wear a 'volunteer' sign indicating they have signed in at the office.

(The CCR program has been updated this year, therefore, the about code and process may no longer be active. I am awaiting more information about how our school/families can utilize this program for the 2024-25 school year. More information coming soon).

Visitors in School

Visitors, including parents stopping in while school is in session, are to enter the school at our main entrance and report directly to the office. Our office staff will help connect you with the staff or student you are there to see and help you to follow any special procedures (i.e. sign-in procedures). To maintain a safe environment, we ask that parents NOT proceed directly to a classroom.

If you are needing to contact your child during recess or lunch, you are required to check in at the office for assistance. You may be asked to wear a 'volunteer' sign indicating to staff that you have checked in at the office and have permission to be on our school grounds. It is not appropriate to try to communicate with your child through the fence. Adults not known to school personnel and who are on or around our school yard will be approached and questioned by school staff and/or the RCMP.

We thank parents for adhering to our visitor's policy as it applies directly to the safety of our school community.

Late Arrival

Students arriving late to school (after the morning, recess or lunch bell) are required to enter the school using the main entrance to ensure that they are safely connected to their class. It is not necessary for parents to sign them in at the office. Teachers will record attendance at their classroom. Parents are asked to use our Safe Arrival Program



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Locked Door Policy

To increase the security of our building our school has a locked door policy during instructional hours. During instructional times all exit doors will be locked with the exception of the main entrance. All visitors to the school are to access the building through the main entrance and go directly to the office. Students coming to school late will be required to use the main entrance. Students/classrooms will have designated enter/exit doors for before school and break times.

Student Medication at School

If your student is taking medication that needs to be administered during the school day, please contact the school office. We will give the parent the district form that needs to be completed by their doctor giving detailed and instructions on administration of medicines. This **form must be completed by the physician** and returned to the office. Medication cannot be administered without this documentation. When medication is administered at school the medication is kept in a secure location in the office and each dose is documented. Do not send your child to school with medication in their backpacks or lunch kits as this could pose a risk to child safety to your child or their classmates.

Student Safety – Student Pick-up

Under no circumstance will a teacher release a child to anyone except school staff or the parent or guardian that is known to the teacher. Parents should phone ahead to the school if they are allowing/sending a person other than their child's normal contact to pick up. If a person other than the regular contact attempts to pick up a child, the principal or designate will hold the child until a parent or guardian can be contacted to confirm arrangements.

Communication Protocol

The school district has a communication protocol in place to assist in resolving conflicts when they arise, which can be found on the district website [Communicating Effectively](#). If a parent has a question or concern regarding their child, they are required to “start with the person whose action has given rise to the concern” to resolve the issue at the source. Classroom teachers want to hear from you so they are aware of any concerns you may have and welcome these conversations so that the school can provide the best education for your child possible. After this attempt, if a resolution cannot be reached make an appointment with the principal for further assistance, or district senior management accordingly.



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Allergy Aware

In respect of scent sensitivity and allergic reactions please refrain from bringing or wearing cologne/perfume or strong deodorants to school. Peanut, tree nut and other food allergies are also common and can be life threatening. Please contact your classroom teacher to be advised of any allergies and follow the classroom protocols when sending lunches.

Classrooms, Hallways, Library and Gym

Students are asked to travel through the hallways with quiet voices and quiet feet. All people moving in our hallways and common areas are asked to be mindful of allowing and maintaining physical space for those around them. Students **must** have an adult supervisor when taking part in activities in the gymnasium.

In Day/Out Day Policy

In general, students are expected to be outside before school, during recess, and lunch. On days when the weather is too cold or wet, students are given the opportunity to stay inside. On these days students will be required to stay in the school and be involved in a quiet activity in their classroom or one of the organized activities in the school. All duty supervisors will be inside the school. Students are encouraged to **wear layered clothing, coats, and proper footwear so that they are dressed appropriately for the weather** and can be outside comfortably. The school recognizes that winter clothing items are expensive and is happy to help families to provide proper outdoor apparel.

Dress Code

Students are to wear comfortable clothing that is appropriate in a business-like environment. Clothing with suggestive language and/or drug or alcohol logos is not permitted. To help keep our school clean students will be asked to keep a pair of indoor shoes at school. Students are required to remove outdoor footwear when they enter the building. Recommendation for indoor footwear is a pair of running shoes with non-marking soles. Hats will not be permitted in school assemblies and or other special events.

Playground Expectations

Students are expected to play in a safe manner and refrain from any activity where there is a risk of injury to oneself or another student. The hands-off rule applies in all situations, including play fighting or wrestling, tackling, lifting students off the ground or piggy-backing, and so on. Students are also reminded that there is no throwing of any items such as snow, rocks, or dirt at anyone or at school property. Students are to be mindful of language and speak in a school appropriate and respectful manner suited to all ages.



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Bikes and Skateboards

For students who are riding bikes or scooters to and from school are asked to walk when on the school grounds as well as through our parking lots. For safety reasons, skateboards and roller blades are not permitted at school. Helmets are required by BC Law.

Food Programs – Feeding Futures



About Feeding Futures

Feeding Futures is a BC initiative to support nutrition in schools. Beginning in Fall 2023, \$214 million will be provided to school districts throughout BC over three years to create or expand local school food programs. The aim is to help more students get the nutrition they need to focus on their education.

Feeding Futures will continue this year. Mile 108 has a daily breakfast program offered before class starts in the morning and a fruit bowl in each classroom for all students to access without stigma. We work closely with Mile 108 PAC to deliver hot lunch options at a low to no cost for families. With the Feeding Futures Funding we are happy to also be able to offer food supports to families in a variety of ways as needs arise. The school will reach out to families and encourage families to not hesitate to contact the school principal if and when short- or long-term challenges arise. The principal or other trusted school personnel will explore options and supports in working together with families to ensure nutritious food is available. Strict confidentiality and privacy will be maintained. While at school staff will foster inclusive programming and access to food for all students. We will do our best to include a variety of cultural foods and dietary options for common food allergies or sensitivities whenever possible. Our goals align with the district goals for food in schools, which are:

- Expand to daily breakfast, lunch, and snacks for all students who need it
- Nutritious food offerings
- Incorporate more local food and culturally appropriate food
- Stigma-free access at no cost for students who need it
- Partnerships: PAC involvement, other community partners
- Sustainability: low waste for food, packaging, and materials, and staffing time



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Drinks

What we drink has a significant impact on our health. We encourage healthy drink choices. Healthy drinks do important jobs for children's growing bodies, like providing hydration or supplying nutrients like vitamins and minerals. Healthy drinks provide these benefits without giving children too much sugar. Teachers will be talking to their classes about healthy drink choices with the aim of helping students to adopt healthy lifestyle choices. We ask that parents/caregivers **do not send sugary drinks** such as energy drinks or pop to school.

Duty to Report

School staff have both a legal obligation under the Child, Family and Community Service Act and direction from SD 27 as the employer to report child abuse or suspected child abuse. Failing to promptly report suspected abuse or neglect to the Ministry of Children and Family Development is a serious offence under the Child, Family and Community Service Act. It is a legal obligation of the school to report child protection concerns or disclosures and will do so without making judgements or investigating to confirm validity. The school recognizes that this can cause heightened stress on families and the principal will work families and community partnerships as necessary for the best interest of the child and maintaining relational trust and support for families.

Student Threat Assessment Protocol: Fair Notice

All schools in SD #27 comply with the Safe School Initiative, which is a violence threat/risk assessment protocol. Please see the last page of our school code of conduct for the document with detailed information regarding the student threat assessment protocol. The school will work in partnership with community agencies including the RCMP as necessary for the safety of our school.