



# Helpful School Information

## For Parents & Caregivers

Welcome to our Parent Handbook. This booklet is designed to support the smooth daily functioning of our school and to provide clear communication around the protocols we follow to ensure student safety. Please take time to read through the information carefully. Inside, you will find important guidelines about health and safety, school routines, and expectations that help us create a safe and effective learning environment.

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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. Classroom teachers will put notifications and reminders in their classroom memos regarding food restrictions and other preventative measures that will help reduce the risk of exposure both inside and outside of the classroom.

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## Dress Code

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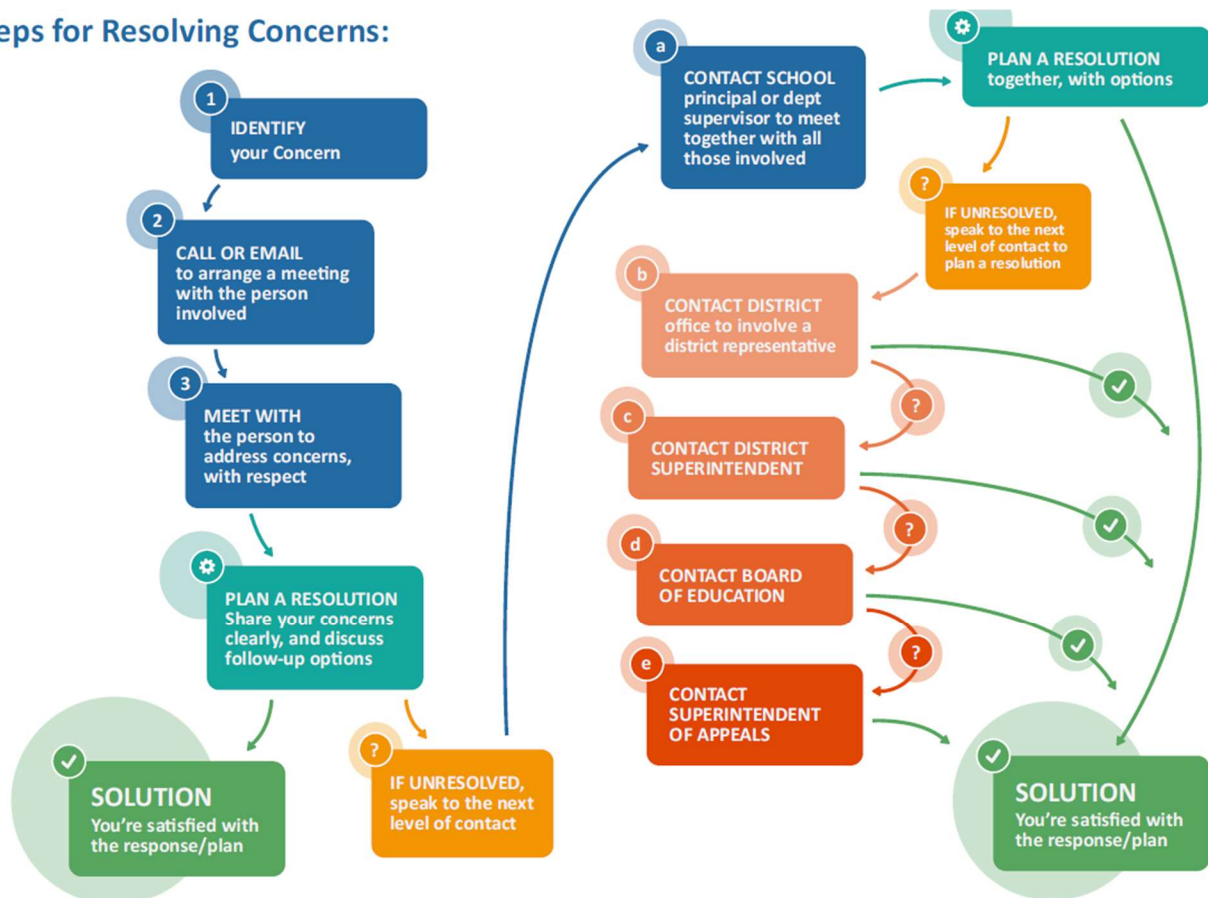
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### About Feeding Futures

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## Duty to Report

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## Student Threat Assessment Protocol: Fair Notice

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***Thank you for partnering with us to support the success and well-being of all learners.***



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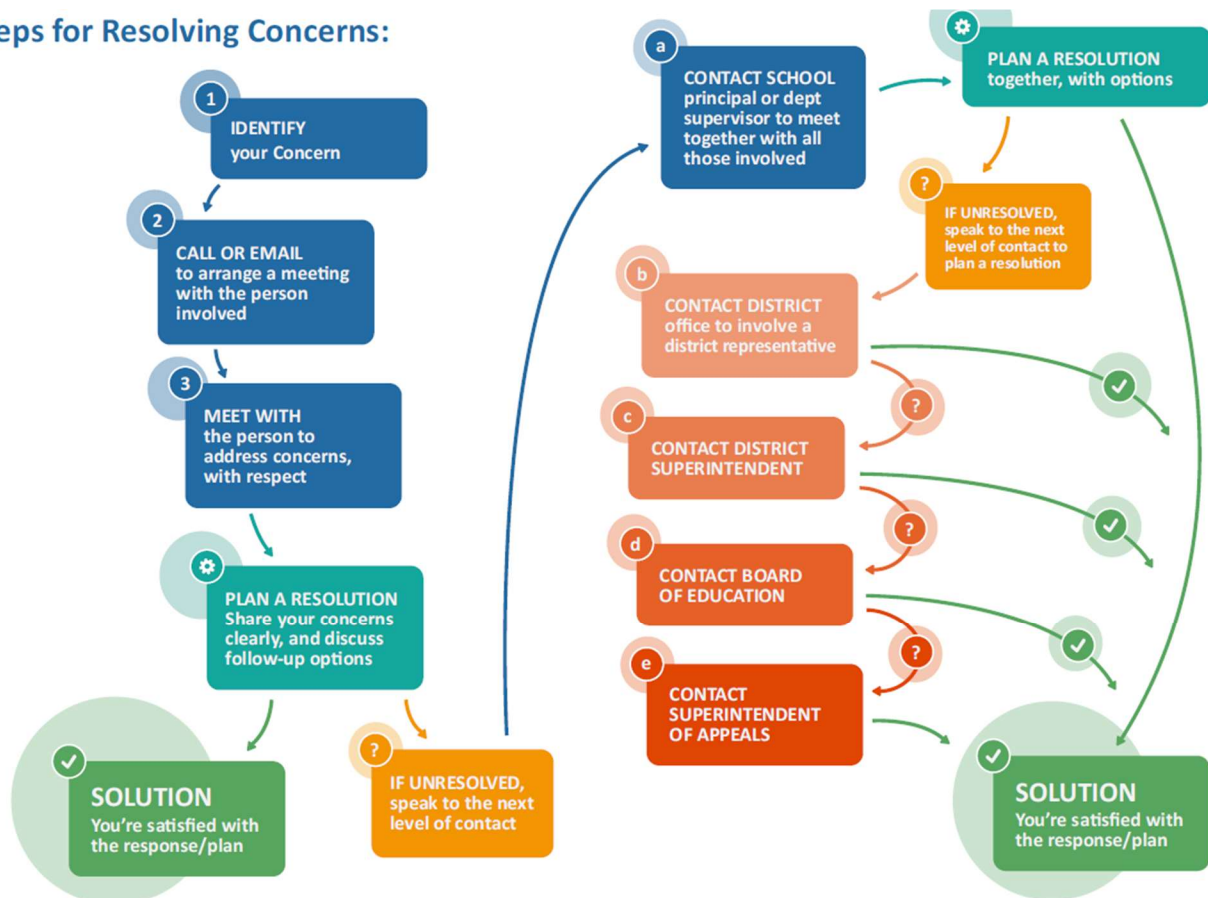
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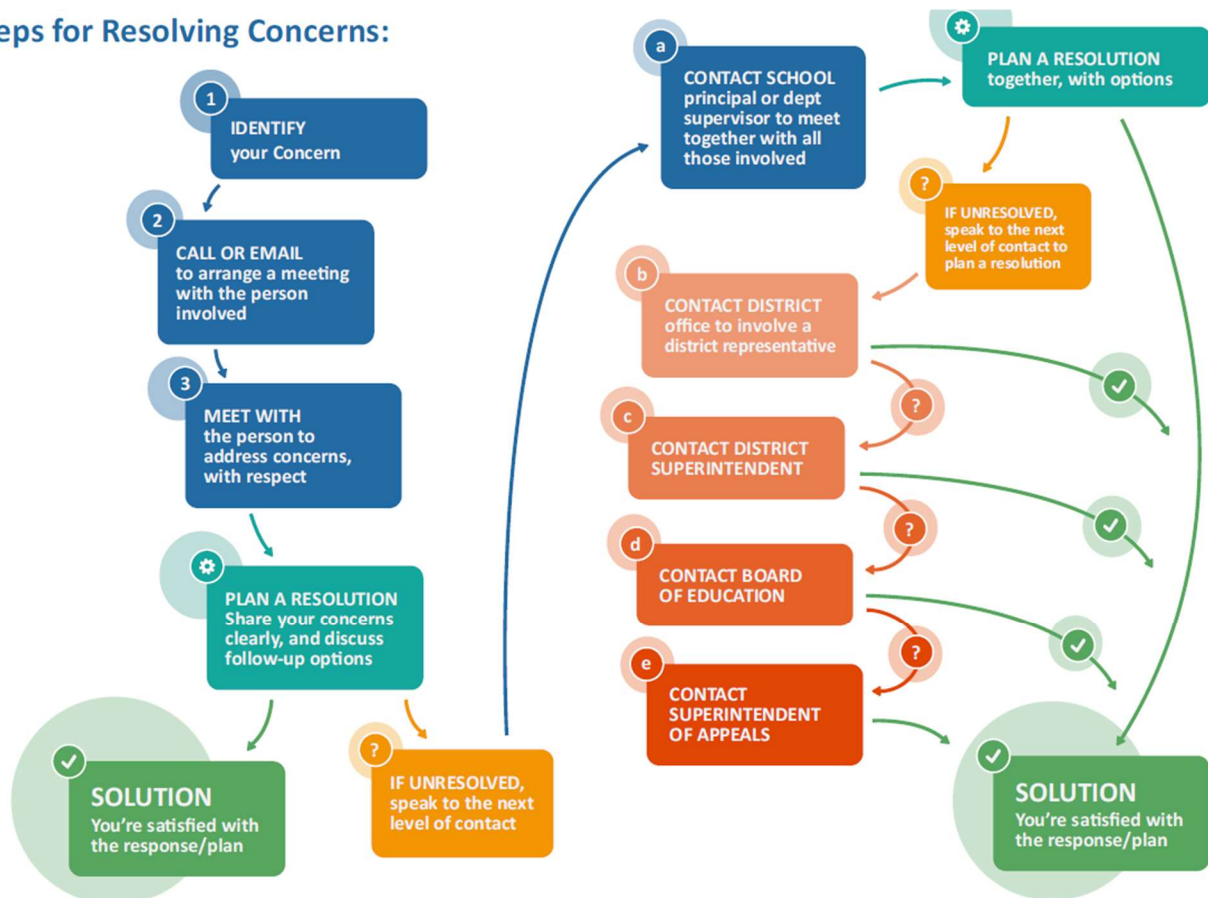
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## Food Programs – Feeding Futures



### 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.

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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 talk to their class 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. More information to help educate students about healthy choices can be found at [Sip Smart BC](#)

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## Student Threat Assessment Protocol: Fair Notice

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***Thank you for partnering with us to support the success and well-being of all learners.***



# Helpful School Information

## For Parents & Caregivers

Welcome to our Parent Handbook. This booklet is designed to support the smooth daily functioning of our school and to provide clear communication around the protocols we follow to ensure student safety. Please take time to read through the information carefully. Inside, you will find important guidelines about health and safety, school routines, and expectations that help us create a safe and effective learning environment.

Our aim is to work in partnership with families, maintaining open conversations and consistent practices so that every student can thrive.

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## Where to Find More Info About Our School

Please go to our [Mile 108 Elementary School Website](#) to find our newsletters, calendar dates, contact information, and all the great things that are happening. Our website will also show how we are growing in 5 Key Focus Areas For Enhancing Student Learning that are connected to the district's 3 year strategic plan. Please visit this page for school related questions. If you are not able to find the info you are looking for feel free to email your classroom teacher or school principal, or call the office.



## 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 student safety.**

## Parent Parking and Drop Off Areas

Parents may use the top parking lot for morning drop-off. Parking is available in both the top-level lot and the church parking lot next to the school. Designated accessible stalls are located at the front of the school. For the safety of all students, the bus zone must remain clear between 7:30 and 8:20 am and 2:00 and 2:50 pm. Parents are NOT permitted to use this area for drop-off or pick-up. Vehicles entering the bus zone or parking in a manner that poses a safety risk will be asked to move. Please note that both the bus zone and the speed zone in front of the school are regularly monitored by the RCMP.

## Late Arrival

Students arriving late to school will be required to enter the school using the main entrance. They will be warmly welcomed by office staff and then connect with their classroom. Parents are asked to report planned late arrivals (due to appointments, etc) through our Safe Arrival Program whenever possible

## Safe Arrival – Automated System

All schools in our district use the SchoolMessenger automated Safe Arrival system. Families will receive information from the school on how to set up and use the program. If a child's absence is NOT reported, parents will begin receiving automated messages from the system starting at approximately 8:50 a.m. each school day. Absences can be reported through any of the following three methods. These options are available 24 hours a day, 7 days a week, and future absences can be reported in advance:

1. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.com>).
2. Use the SafeArrival website, <https://go.schoolmessenger.com>.
3. Call the toll-free number **1 (833) 582-6944** to report using the automated phone system.

We enjoy chatting with you – you are also welcome to call the office and let us know about your plans.

## 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.

## 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 by school staff during the school day, please contact the school office. We will give the parent the district form that needs to be completed by a doctor with procedures on administration of medication. This **form must be completed by the physician** and returned to the office before medication will be given by staff. 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.

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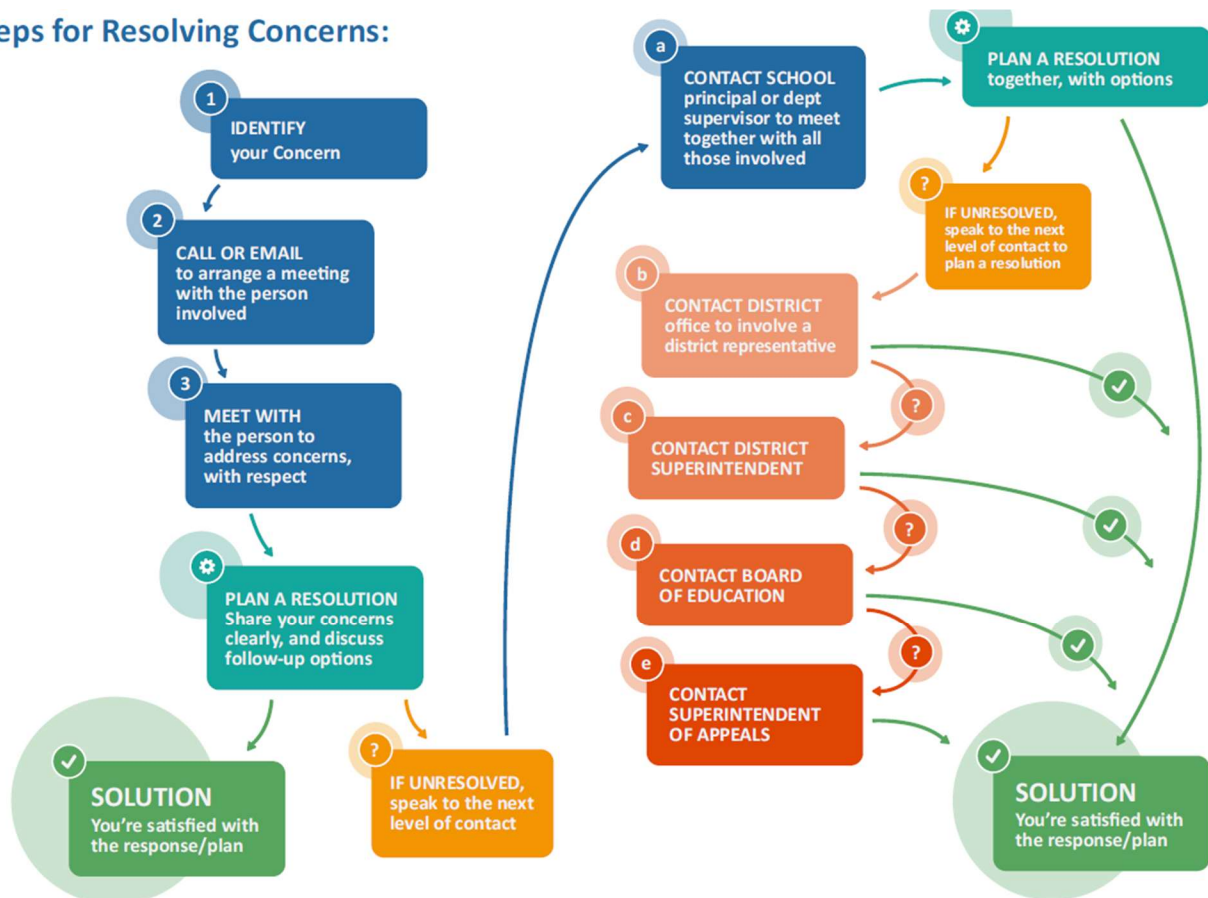
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