



**150 Mile
Elementary**

2025-2026

**School
Handbook**

Welcome

150 Mile Elementary school is in a semi-rural location along Highway 97 approximately 15km East of Williams Lake. Apart from the main school building and playgrounds we have a historic schoolhouse building on the campus and is used as a tourist attraction in the summer and a field trip opportunity during school months. 150 Mile Elementary has a two large fields, basketball and tennis courts as well as an outdoor learning gazebo. The school also has a portable on the north end of the school that houses a Strong Start facility.

GENERAL SCHOOL INFORMATION

150 Mile Elementary Mission Statement

We honor lifelong learning by cooperating with parents to create the climate of safety, success and mutual respect necessary to become educated citizens.

150 Mile's School Growth Plan Goals:

Each year teachers, with the support of the PAC parents, we set goals and determine a direction for the educational programs. 150 Mile Elementary's goals are similar to our school district goals which have a focus on Literacy, Numeracy, Indigenous Learning and Social Responsibility. This plan is collectively known as the School Plan.

Specific Goals to be pursued at 150 Mile:

The staff at 150 Mile Elementary wish to pursue and promote the following goals

- To have each child develop the fundamental skills of reading, writing and numeracy.
- To have each child develop self-esteem and to be a "self-manager" of their belongings and their behavior.
- To have each child complete learning tasks as required.
- To develop a respect for their property and that of others.
- To encourage each child to become a responsible learner.
- To develop an appreciation for the fine arts.
- To have each child develop good citizenship and sportsmanship.
- To encourage children to use what they learn in their daily lives.
- To develop in each child a concern for the environment.

School Hours

School Starts	8:05am
Recess	9:35 am - 9:50 am
Lunch	11:20 am - 12:05 pm
Dismissal	2:05 pm

Library

The teacher librarian teaches library and literacy skills as well as covering some prep time for classroom teachers.

Our library supports and enriches the curriculum taught in each classroom. The library program also teaches students how to find information and strengthens their research skills, which are necessary to cope with the continuous and accelerating changes of the information age. Many teachers require students to read most evenings at home. Please check with your child's teacher to find out what are their home reading expectations.

Most books, with the exception of specific reference books, may be borrowed for use outside the library. All children are encouraged to carry plastic book bags to and from school to protect the books from weather and other damage.

Please encourage your children to take care of the library books they borrow by providing a safe place to store them when they are not being read, and in that way, keeping the books clean and unmarked. Students are responsible for books signed out and will be asked to reimburse the school for lost or damaged books.

Music Program

Music is a curricular requirement with the major goal being the development in our students of an appreciation and enjoyment of the many facets of music. 150 Mile Elementary students are supported by the School District music program throughout the year.

Report Cards/Interviews

Report cards are issued three times a year, just before the Christmas break, just before or just after Spring Break, and at the end of June. Interviews are in the Fall and Spring of each year. Individual teachers or parents may request interviews at any time in the year, according to need.

Our teachers and the administrative staff are available for consultation at any time regarding your child's progress. Please do not hesitate to call us and set up an appointment. Sometimes parents "drop by" to talk briefly with the teachers. This is perfectly acceptable, as long as it is not during instructional time, please be aware that staff members are very busy with other students, helping tutor before and after school, duty, coaching extra-curricular teams, and/or running clubs, and therefore cannot always visit with parents right away. Making an appointment is always the best way to go so that both you and your child's teacher can spend some quality time together working for the benefit of your child.

Cold Weather Procedures

Parents must exercise discretion as to whether students should be sent to school when temperatures are low, and conditions are hazardous. Responsibility for such decisions cannot rest with the supervisor, the bus driver or the district. Cancellation of school buses will be determined by the Manager of Facilities and Transportation or designate. The cancellation will be posted on the School District Website www.sd27.bc.ca as well, notifications will be sent by email of all cancelations or issues to Superintendent of Schools, School Principals / Vice-Principals and District Senior Staff

It should be noted that if school buses do not run in the morning they will not run in the afternoon and parents are responsible for their child's transportation both to and from school.

At the school 'Inside' or 'Outside Days' will be determined by the Principal. Generally a day will be considered an 'Inside Day' due to heavy rain or when the temperatures in the winter are around -15 to -20 degrees Celcius wind chill will be considered. During 'Inside Days' students will be permitted inside the school prior to the beginning of the school day and at recess.

Discipline

A very important aspect of school is to teach students how to be self-regulators and self-managers. While it does not appear as a subject, these principles underlie the whole structure of our world beyond the school years. It is the training that develops self-control, orderliness and efficiency. It is the key to good control and proper consideration for other people. Teachers will review with students on a regular basis their rights, their responsibilities and the consequences of inappropriate behavior. In some instances a student may need a plan of action to help them acquire appropriate behavior. Parents are always contacted if a child is struggling with "significant" behavior issues and it is the expectation that parents will be involved in developing a plan of action, as needed.

Bullying Policy

The school and the District are working at eliminating Bullying.

In accordance with the school plan, every reported act of bullying will:

- be acknowledged, investigated and actioned
- result in a consequence for the bully and support for the victim
- result in a progressive plan of remediation for the bully.

First Offence:

The student is informed that their behavior is inappropriate and the incident is recorded. The student must meet with the principal and/or counselor and a corrective plan is developed so that the student interacts appropriately.

Second Offence:

Parents are informed and the incident is recorded. The parent and student will meet with the principal to review a corrective plan of action. A suspension warning may be issued.

Third Offence:

Parents are informed by phone and by letter and the incident is recorded. The student may be suspended.

Smoking or Vaping by Students and/or Parents

It is strictly forbidden for students to use or be in possession of tobacco and/or tobacco related products at school. Any student who violates this rule may be subject to suspension from school as per the student code of conduct. This applies on the way to and from school, during lunch, at school activities and during the school day.

It is also not permitted for anyone to smoke on school grounds. This includes being in cars in the parking lot while waiting for students, after school hours, and certainly when transporting young children. Parents are reminded of this and asked to obey all rules regarding smoking/vaping on school property even when inside cars on school property.

Electronic Devices

Students are asked to not bring any electronic devices to school. The school takes no responsibility for lost or damaged electronics. Use of electronic devices will not be permitted during school hours by students unless emergent situations dictate otherwise, as we are trying to develop each student's ability to interact with others and inherent value of free play. If you need to contact your child please call the office and we will pass along important messages or bring them to the office as needed. More specific information is in the student Code of Conduct.

PARENT INFORMATION**Parent Participation**

Remember, this is your school! Any amount of time spent here can only be beneficial in terms of familiarizing yourself with the operation of the school, with the teachers, and in assisting them with your child.

There are many ways in which you can become involved. The following is a list of areas in which you may be interested in helping with:

- Working with groups of children, like on field trips.
- Working with individual children, e.g. reading a story or listening to a child read
- Helping a child with math flash cards.
- Making charts, flash cards, costumes, etc. for teachers.
- Assisting with special events like Sports Days.

Please let your child's teacher know if you are available to help.

Student Support Services

When a student exhibits learning problems, the school may request assistance from the personnel of Support Services to administer diagnostic and/or ability testing and provide program recommendations. Parents will be informed before such referrals are made.

Attendance and Late Arrivals

- The habit of regular and punctual attendance is strongly related to the success of every student. We ask that you help your child to acquire this habit. Please make every effort to arrange appointments outside of school hours.
- If your child is late, it is important that he/she be sent to school as soon as possible when this occurs. Please don't wait for the afternoon session to start to send your child if he/she has slept in. All late students **must** report to the office upon arrival at school.
- Students are expected to arrive at school on time. If a child has been absent or late, or if you know your child will be absent on a certain day, parents are requested to send a short note of explanation to the teacher. Also, please contact the school or School Messenger services to report the absence.

Leaving the School Grounds

Parents may find it necessary to have their child leave the school during class time for needed appointments. Parents are to provide the classroom teacher with a note requesting the absence, stating the time and reason. Parents must report to the office when signing out their child during the day. Please do not go directly to your child's classroom, but rather check in at the office. Often times we will have your child waiting for you when you arrive, if we know about it. Just so parents and children know - **At no time will any child be allowed to leave the school grounds to go the store, even if they have a note from home!**

Student Illness and Injury

Normally, children who are too ill to go outside for recess or lunch are too ill to be at school.

Their learning capabilities will be limited and often, as with a cold, the illness is spread to others. If a student becomes ill at school we will contact you to make arrangements for your child to go home or to a sitter's place. It is extremely important that we have current and appropriate contact numbers for all of our students.

If a child is injured, and we can treat the injury with a bandage or ice pack, we will do so. However, if the injury appears more serious than just requiring a bit of First Aide, parents will be contacted and a plan to have your child's injury attended to will be made.

If your child has any specific medical needs and/or allergies please inform the school so that we can provide the appropriate assistance.

School Pictures

Individual student photos are taken in the Fall of each year. After these photos are taken a package is sent home to parents so that they may purchase photo packages. **Parents are under no obligation to purchase photos!** If parents wish to purchase a photo package there are very clear instructions with the packages, along with deadlines for ordering. Class pictures are taken in the Spring, and every student will receive a class picture, free of charge.

Parents should be aware that under the terms of the Privacy Act and Freedom of Information Act, no photos of your child would be used without your written permission. This has already been documented on your child's Registration Form so if this changes please inform us.

Transfer Out

If during the school year your family moves out of the area, and you decide to move your child to a different school, please inform the school at your earliest convenience. The school requires about two days to properly complete transfer forms and procedures.

Telephone Numbers and Changes

In the interests of the safety of your children, it is extremely important that the school have up-to-date home and work telephone numbers of the parents or guardians and emergency numbers of sitters or friends. If changes occur during the year, please contact the school with the information. If you have a cell phone, and wish to have us contact you on it in case of an emergency, please make sure the school has your cell phone number on file. A student verification information form will be sent out yearly, in the fall, asking for parents to confirm contact information, please return it with any changes to the school right away.

Visitors

All visitors to the school must check in at the office upon entering the building, prior to going to the classroom to see a teacher or child. All school doors except our main office one are locked during the day. This again is one more way we can guarantee your child's safety at school.

STUDENT INFORMATION

Bus Regulations

Riding the bus is a privilege. **Improper conduct on the buses may result in that privilege being denied.** Video cameras have been placed on all School District buses to assist in monitoring student behavior.

Bicycles

The school cannot be responsible for bicycles that are brought to school. The owner is responsible for seeing that his or her bicycle is stored securely and that all safety rules are followed.

Dress Code

Clothing worn at school should be appropriate, clean, neat and in good taste. Bare feet are not permitted for health and safety reasons. **Clothing that advertises tobacco, alcohol products, sexist messages, offensive language or offensive images are not acceptable.** Students with questionable dress will be asked to change. We also request that parents see that their children are dressed according to the weather conditions. Throughout the year, outdoor footwear will be required to be removed upon entering the school. Fire regulations state that students must always have footwear on, therefore students are required to have an indoor shoes or runners that will be worn indoors only and outdoor shoes/boots for outside.

Lost and Found

Items unclaimed in the classrooms, hallways or on the playground are placed in the Lost and Found boxes in the school. **To assist the school in identifying personal property, please label all articles of clothing.**

There are many identical items of clothing among the students and labels with your child's name saves time and helps avoid confusion. At the end of each month all articles in the Lost and Found boxes will be laid out and displayed for a week. Items not claimed will be donated to charity.

Homework

This topic is one that parents ask about often when they feel their children have little or no schoolwork to do at home. Although the value of homework is debatable 150 Mile Elementary generally does not assign homework for the sake of assigning homework. Sometimes formal assignments or work not finished at school is assigned as homework, but more often homework is reading for 15-20 minutes per night, practicing math, studying for upcoming tests, improving penmanship, practicing a musical instrument or finishing incomplete work.

A planner is supplied to every child, please check and sign their planner, every day.

Kindergarten to Grade 3 — Read about 15 minutes per day

Grades 4 to Grade 6 — Read about 30 minutes per day and memorize basic math facts in addition and multiplication

Students going on lengthy family trip.

Please co-ordinate with your classroom teacher and notify the office. The school does not supply extra work for students who are absent on a family holiday. It is counter productive to both the child's schooling and to the family's holiday. What we want is for parents to meet with their child's teacher to develop a plan and outline work expectations which will allow the student to either work ahead and/or catch up as quickly as possible upon their return.

Teacher , Noon Hour Supervision

Teacher supervision of students at the school starts at 7:35am on the front bus loop where students disembark, with front and back portions of the school starting at 7:50am.

Administration will also be on supervision unless emergent situations require their presence elsewhere. Teachers and noon-hour supervisors will move around while on duty to ensure best coverage and to ensure no areas can be deemed as 'blind spots'.

School Website

All relevant information can also be found on our school district website, search under the schools directory and find 150 Mile Elementary.