

Mountview Elementary

2025-2026

Family Handbook



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Welcome to a new school year!

This Student Handbook is one of many pieces of communication you will receive from the school, and it contains many items that parents and students need to know. Please keep this booklet handy and refer to it when necessary. Other forms of home/school communication are our Student Planners, newsletters (school and classroom), monthly calendars, School District web site, the PAC Facebook page, and of course telephone calls. We encourage parents to drop by and visit with their child's teacher (not during instructional hours, please) or give them a call just to keep in touch. Mountview staff hopes everyone has an enjoyable and productive year!

GENERAL SCHOOL INFORMATION

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.

Mountview's School Growth:

Each year teachers, with the support of the PAC parents, set goals and determine a direction for the educational programs at Mountview. Generally, the staff at Mountview 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 homework 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.
- To honour diversity and respect the rights of all individuals

School Hours

| | |
|---------------|---------------------|
| School Starts | 8:10am |
| Recess | 9:45 am - 10:00 am |
| Lunch | 11:25 am - 12:10 pm |
| Dismissal | 2:10 pm |

Staff

| | |
|---------------------|---|
| Mr. K. McLennan | Principal |
| Mrs. T. Herrling | Kindergarten |
| Mrs. L. Wittgruber | Grade 1 |
| Ms. L. Testawich | Grade 2 |
| Mr. T. Horsley | Grade 3/4 |
| Ms. R. Mader | Grade 4/5 |
| Mrs. K. Lyons | Grade 5/6 |
| Mrs. M. Grant | Grade 5/6 |
| Ms. Kirk, grade 4/5 | Teacher-Librarian |
| Mrs. C. Trenzek | Library Aide |
| Mrs. Tytler | Learning Support Teacher |
| Mrs. L. Hutchinson | Secretary |
| Mr. G. Rogers | Indigenous Support Worker, Noon Hour Supervisor |
| Mrs. T. Morey | Strong Start Coordinator |
| Miss A. Christensen | Educational Assistant |
| Mrs. S. Voth | Educational Assistant |
| Mr. J. Jackson | Educational Assistant |
| Mrs. P. Hurly | Custodian |
| Mrs. K. Melville | Noon Hour Supervisor |
| Mrs. S. Norquay | Noon Hour Supervisor |

Library

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 their home reading expectations are, and if Home Reading Minutes need to be recorded.

Most books, except for encyclopedias and other 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 required to reimburse the school for lost or damaged books. Money will be refunded if the book is found.

Learning Updates/Interviews

Learning Updates 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 scheduled before the first report card for all parents. 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. 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

Parents must exercise discretion as to whether or not students should be sent to school when temperatures are low and conditions are hazardous. Responsibility for such decisions cannot rest with the school, the bus driver or the Board of Education. The Board has developed policies regarding cold weather for student safety.

1. Cold Weather - Williams Lake Area

- There is no set temperature that determines if a bus route is operational or not. At times, school buses may be cancelled due to road conditions to ensure the safety of students. Cancellation of school buses will be determined by the Transportation Supervisor and will be broadcast on the local radio station and posted on the SD #27 website.

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. Most of these situations do not last more than a day or two and in the interest of safety please err on the side of caution as winter weather conditions can change drastically during the day.

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 Celcius. Wind chill will also be considered. During ‘Inside Days’ students will be permitted inside the school prior to the beginning of the school day, at recess and lunch. If the weather/temperature improves during the day, it may change to an ‘Outside Day’.

Discipline/Expectations

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 self-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. This is in reference to our student Code of Conduct and our corresponding R.O.A.R behaviour expectations (Respect, Outstanding, Accepting, Responsible) 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 behavior issues and it is our expectation that parents will be involved in developing a plan of action, if needed.

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. Parents are informed.

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 will be issued.

Third Offence:

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

Bullying Definition and Policy

The school and the District are working at eliminating Bullying in schools. In order to do this, it is essential to understand what bullying is and what bullying is not:

Bullying is the repeated actions or threats of action directed toward a person by one or more people who have or are perceived to have more power or status than their target in order to cause fear, distress or harm. Bullying can be physical, verbal, psychological or any combination of these three.

Bullying is not being called a name or being pushed once; it is not having an argument or difference of opinion, and it is not bullying if someone is rude to another person. The previous behaviors are not kind, or acceptable, but they are not defined as bullying.

To be defined as bullying, all three components must be present:

1. Imbalance
2. Intention to cause repeated actions or threats
3. A power harm

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

- be acknowledged, investigated and dealt with (this includes cyberbullying)
- result in a consequence for the bully and support for the victim
- result in a progressive plan of remediation for the bully.
- The final step in any school action plan, where there is no improvement in behavior,

result in suspension for the student, and quite possibly, an indefinite suspension if the bullying continues.

Tobacco Use/Vaping

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 is subject to suspension from school. 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 use tobacco or vapes on school grounds as per the Tobacco Control Act of British Columbia. This includes being in cars in the school parking lot while waiting for students. Parents are reminded of this and asked to obey all rules regarding tobacco use on SD27 property and in cars when on school property.

Personal Digital Devices

Students are asked to not bring any personal digital devices to school. While at school students are expected to learn, play and socialize away from the distraction of personal digital devices. The expectation is that students are not to be using personal digital devices while at school to promote a safe, equitable and positive learning environment throughout the day. "Personal digital device" means any personal electronic device that can be used to communicate or to access the internet, such as a cell phone, gaming device, tablet, or wearable technology. Should 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.

Students who choose to not follow the digital devices rules will be provided a reminder to put the device away. If the student does not comply with the request, they will have to turn over their device to an administrator. After an initial warning, a second infraction will lead to the device being turned into the office for the remainder of the day, and continual non-compliance will result in the device being picked up by a parent or caregiver with a request that the digital device be left at home.

For safety reasons and protection of personal privacy, students are not allowed to take pictures or video of other students or school staff members with digital devices while at school.

School Grounds and Property

First and foremost the school grounds are for student use. After school hours the grounds are for public use. We ask the following of the public:

- Please help us keep our school grounds garbage free.
- Please respect the grounds and the Field Use Notices (including rink use in the winter time) posted at the school.
- Golfers, dirt bikes, quads, side-by-sides, and skidoos are **not permitted**.
- **No unsupervised dogs are permitted on the school grounds. Please have pets on a leash and clean up after them if they make a mess on school grounds!**

- Students who vandalize school property or damage school property while acting irresponsibly will be reported to the RCMP and billed for damages.
- After hours use of the school's fields, Big Toy, and/or skating rink is at your own risk.
- No tobacco, alcohol and/or drugs are to be consumed and/or sold on school grounds at any time.

Act responsibly at all times respecting the school:

- grounds, and playground equipment.
- Report any vandalism that you notice and/or accidental damage as soon as possible to the school office.

PARENT INFORMATION

Parents as Partners at Mountview

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, 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:

- Going on field trips with classes
- Helping with our Farm To School Salad Bar program
- Joining the school PAC
- Helping maintain the school's ice rink.
- Assisting with special events like Sports Days.

Learning Updates:

Learning Updates are sent out at the end of each term (before winter break, before spring break, and at the end of the school year). A hard copy of your child's Learning Update will be sent home with the child, as well released on the MyEd parent portal.

Steps to Resolve Concerns:

- Begin at the school level first, and attempt to discuss things directly with those involved.
- Focus on the students' needs and wellbeing.
- Be respectful with one another.
- Clarify the issues: What is needed? What are some options for solutions?
- Seek to understand each other through listening. Each person has a right to be heard.
- Bring a support person to your meeting, if you desire, but let everyone know who is attending.
- Set up a plan of action and expectations, with times/dates and follow-up.

Media in the School:

Parental permission must be granted for students to have their pictures taken. This will be done at the beginning of the school year as a Media Release form.

School Based Teams

A school-based team is a core group of staff within a school who meet on a regular basis to problem solve, make suggestions, and plan interventions for students who are struggling with any aspect of their education. Members of the School Based Team could include the Learning Support Teacher, the Classroom teacher, the parent(s), the principal, and members of Support Services (counsellor, speech and language pathologist, school psychologist, occupational therapist)

Attendance and Late Arrivals

- Students who miss more than 10% of school days are considered to have chronic absenteeism, which results in approximately 18 days a year, or about two days every month. Students who have the best chance to succeed in school are generally those who attend school on a consistent basis. Regular school attendance is an essential part of the child's growth and learning process.

Should the student be late for, or absent from school, parents are asked to call or log their absence using the **Safe Arrival Program**. Parents need to provide notes to teachers regarding appointments or anything out of the ordinary routine (e.g. going for lunch with grandma). Check with your teacher about the best process for this.

Students who arrive late **MUST SIGN IN** at the office before going to their classroom.

Students who need to leave during school hours **MUST SIGN OUT** at the office and sign back in if they return later the same day.

Safe Arrival Program:

- Mountview Elementary has a "**Safe Arrival**" program. We will continue to use the School Messenger safe arrival program/app. It is a downloadable and free app in the Apple or Google Play store. If a child is going to be absent or late, families can also call: 1-833-582-6944 and follow the prompts. We ask that families do not call the school to report an 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 asked to communicate this in the planner or call the school so we can have student's ready to be picked up. 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 a 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 Aid, 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. As part of this service, the photographer takes class pictures 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 Mountview 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 form will be sent out yearly, in the fall, asking for parents to confirm contact information. When this arrives please be diligent in returning it to the school right away.

Farm to School Salad Bar (F2SSB) Program

Twice a week Mountview hosts a hot lunch and salad bar for the students. This is a complete lunch with salad, some form of carbohydrate (bread, buns, pasta, etc.), a protein (meat or legumes), and dairy (cheese, cottage cheese, etc.) products. The price will range between \$3.00- \$5.00/meal, depending upon the age of a child, which is extremely reasonable for what the children get. All orders need to be pre-ordered on our school lunch ordering program

called MunchaLunch – you can register [here](#).

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.

Evacuation and Emergency Pickup Process

The safety and well being of students during the school day is the number one priority of the school. In rare circumstances, events such as weather issues, water outages, etc., may cause the school day to end early and parents/caregivers to be contacted to pick up their child(ren) and/or busses to run early. Emergency situations, including evacuation orders related to forest fires, may also result in the district contacting caregivers for early pickup and/or transporting students to another location to be released.

When a school day unexpectedly ends early, caregivers will be contacted with the request to pick up their child(ren) at the school or another specified location. In these cases, all emergency contacts in MyEd with permission to pick up a student will be able to sign for the release of the student and take them from school property.

Parents can request additional “Other Contacts” to be added to their student file. These additional contacts will not be treated as “emergency contacts” for other purposes but will be recorded in MyEd as approved for student pick up if school is required to end early. We encourage caregivers to add “Other Contacts” for the purpose of pick up only. This information can be provided to the school office staff to record for our records.

STUDENT INFORMATION

Bus Regulations

Riding the bus is a privilege. **Improper conduct on the buses may result in that privilege being denied.** Video cameras and microphones have been placed on all School District buses to assist in monitoring poor student behavior. Students are expected to follow school rules on the bus, be responsible and respectful, and follow the requests of the bus driver. Students should never put their heads or arms out open windows, be out of their seat, or throw articles around on the bus.

Bicycles

The school cannot be responsible for bicycles that are brought to school. The owner is responsible for seeing that their bicycle is locked in the bicycle rack provided and that all safety rules are followed. The bicycle racks are out of bounds to all students, including bicycle owners, until the end of the day.

Dress Code

Clothing worn at school should be clean, neat and in good taste. Beach wear, "short" shorts,

halter-tops, tank tops, half T-shirts, and bare feet are not appropriate. **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 and we will be discussing with the student, and possibly the parents/guardians, reasons for our request 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 pair of shoes that will be worn indoors only and a pair of outdoor shoes/boots for playing 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 term 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, Mountview 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 a few minutes of reading for fun, practicing arithmetic facts, studying for upcoming tests, improving penmanship, or polishing a poem or story. General guidelines for reading or numeracy at home would be:

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

A planner is supplied to every child in the school. **Please check and sign their planner, every day.**

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.