

Likely Elementary School Student Handbook



Likely Lynx

2025-26

Likely Elementary School

PO Box 57
6163 Keithley Creek Road
Likely, British Columbia,
VOL 1N0
Phone: 250 790 2320

Find our website:

www.sd27.bc.ca

Schools – School Directory – Likely Elem.

**Please Note: Our Code of Conduct can be found in the office,
on bulletin boards in the school,
and on our Website.**

School Hours 8:35 – 2:35
Recess 10:15 – 10:30 Lunch 12:00 – 12:50

Staff

Principal / Teacher

Ms. Sari Small
sari.small@sd27.bc.ca

Teachers:

Ms. Mariah Bouchard – mariah.bouchard@sd27.bc.ca
Ms. Amy Morrell – amy.morrell@sd27.bc.ca

Education Assistants

Ms. Alysha Potter
Ms. Allison Gainer

Secretary

Ms. Susan Ostrom – susan.ostrom@sd27.bc.ca

Librarian:

Ms. Alysha Potter

Custodian:

Mrs. Dianna St. Onge

Noon Hour Supervisors

Allison Gainer, Sherry Ducharme

Bus Driver:

Ms. Marie Hampton

School Mission & Vision:

At Likely School, we work together in a unique rural environment. We promote self-worth and independence, a life-long enthusiasm for learning and creating as well as a sensitive, responsible attitude towards local and global communities.

School Values & Motto:

Likely students are successful learners, who exhibit these values and qualities: supportive, collaborative, accountable, respectful, safe, helpful, responsible, positive, and independent.

School Rights and Responsibilities:

At Likely School, we hold a common belief in a set of rights and responsibilities which supports a safe, caring and orderly learning environment where students feel a sense of belonging, pride in their school, and where people in the school community are respectful, fair, and where they feel safe to work and learn.

1. I have the RIGHT to learn in this school.
It is my RESPONSIBILITY to:
 - listen carefully to instructions;
 - work quietly;
 - do my homework and be prepared for class every day;
 - raise my hand if I have a question, talk about a concern or if I need to leave the classroom.
2. I have the RIGHT to hear and be heard.
It is my RESPONSIBILITY to:
 - use appropriate language;
 - pay attention to the person who is speaking;
 - respect others when they are talking;
 - take turns when speaking to others.
3. I have a RIGHT to be respected in this school.
It is my RESPONSIBILITY to:
 - respect others;
 - show caring for others;
 - take care of our school;
 - avoid teasing or bothering other people to hurt their feelings.
4. I have a RIGHT to be safe in this school.
It is my RESPONSIBILITY to:
 - keep my hands and feet to myself (no physical harm to others);
 - use kind words (no threats or bullying).
5. I have a RIGHT to privacy and to my own personal space.
It is my RESPONSIBILITY to:
 - respect the personal property of others;
 - to accept every person's right to privacy
 - respect others privacy and not record others using digital devices or make surreptitious recording (referring to audio or video recordings or livestreaming made without the knowledge or consent of the other party)

Likely Elementary School Expectations

Communication:

Newsletters/Communication

A school newsletter (and calendar) will be sent home or posted to the Likely Pages of the School District Website at least monthly notifying parents of school and school district news items. Please phone or email if you have information to include in the newsletter that is school related.

Communication is a two-way street so parents are encouraged to share - with the staff, any information that would impact your child(ren)'s time at school. Of course, parents are invited to ask questions, share concerns via the telephone, email, or notes from home. Some teachers may share their cell phone numbers for messaging however, the other options are preferred.

Attendance/Lates and Absences

It is the responsibility of each parent/guardian to provide a note or contact the school prior to, or on the day of, a student's absence to inform the school as to the reason for the absence. If phoning, please leave a message on the answering machine. Messages will be checked daily: before school and before the end of the day. It's also acceptable to email Ms. Small **and** respective teacher (email addresses are on page 2). If you know your child(ren) have an upcoming absence, please let us know as early as you can. Students who are regularly late miss experiential learning opportunities that can often not be made up, as well as our morning circle which is the foundation of our community-building. If late arrival is persistent, please contact us so we can support you.

Extended Absences

Students absent from school for an extended period of time due to illness or injury may be provided with work that can be done during their absence in order to maintain their course standing.

Visitors' Procedures

At Likely Elementary, we believe it is important to have a warm and welcoming school with open lines of communication. Our staff does it's best to remain available and reachable for parents. Please call ahead of time to make an appointment to meet with a teacher or administration.

If you are picking up your child before regular dismissal, the teacher, principal or secretary should be informed.

Telephone Calls

Students are permitted to use the office telephone before and after school, at recess and lunch, with an adults' permission. Using the telephone during class time is not encouraged unless an emergency occurs. We discourage students from using the phone to make last minute after-school arrangements. Visitors should check with a staff member if they need to use the telephone.

Volunteers In Schools

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

<https://justice.gov.bc.ca/criminalrecordcheck> **Access code: please contact the school for the code**

Volunteers are required to sign in at the office upon arrival. In case of emergency, it is very important that the office has 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 by the Hall and report to the school secretary or designate.

Family involvement

Under the Freedom of Information and Privacy Protection Act and/or other relevant legislation, it may be necessary to advise other parties of serious breaches of the Student Code of Conduct. Likely Elementary School's Code of Conduct was established to ensure each child and staff member's safety. We ask for student and parental support in honouring our commitment to ensuring the safest learning environment for all. Parents can help in the following ways:

1. Discuss the Code of Conduct with your child.
2. Be in close contact with your child's teacher.
3. Should you have any further questions, please phone the school 250-790-2320.

Special considerations may apply to students with diverse needs if these students are unable to comply with a code of conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature.

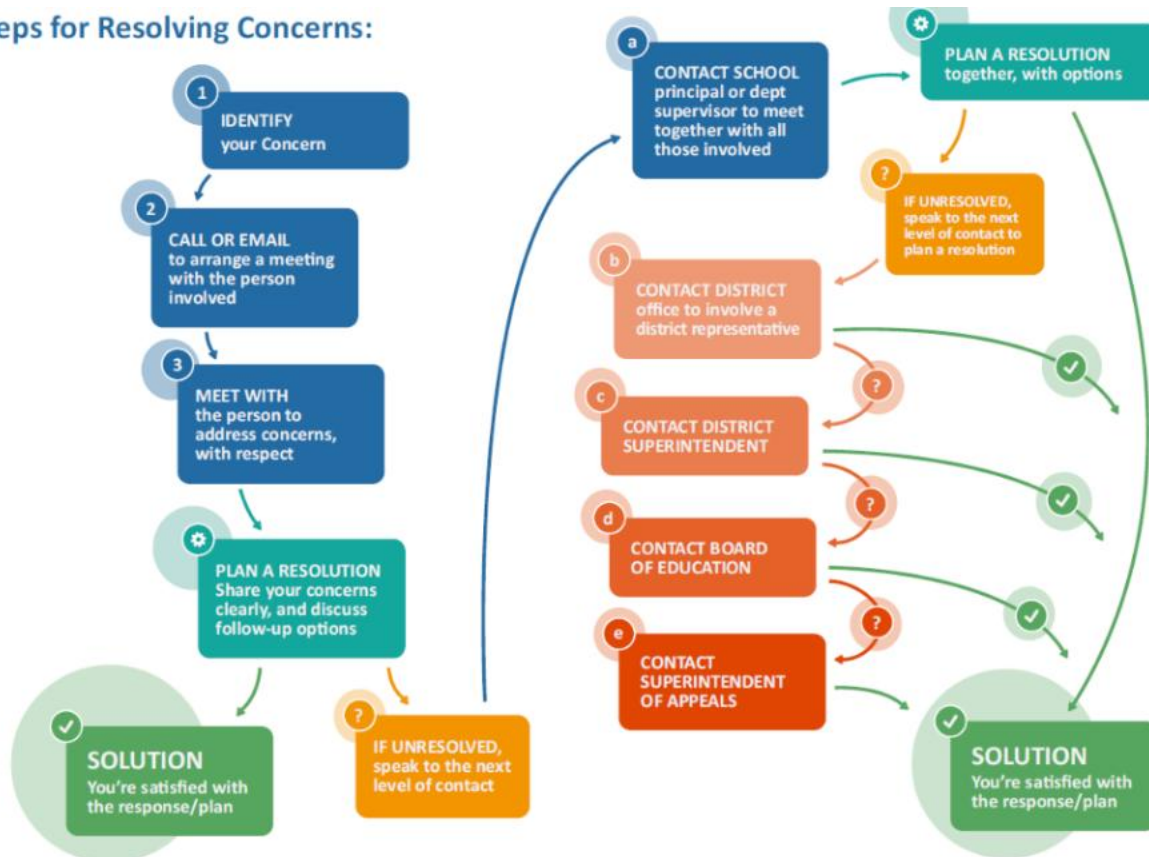
Steps To Resolve Concerns

Our school district has a process to help parents and caregivers resolve a concern at school. The full guide can be found on the district website under the Students & Families tab and linked here : [Steps To Resolve Conflict](#). We always encourage parents and students to speak directly with those involved. This could mean speaking to your teacher, staff member, administrator, or school counsellor when an issue arises.

Guidelines for how we interact with each other:

- 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.

Steps for Resolving Concerns:



Equipment and Resources:

School Supplies

Please send \$40 per student early in the school year for school supplies. Students will need a large backpack, a full change of clothes (something to change into in case of the need arising, clearly labelled with their name - in a bag) and non-marking indoor running shoes they can easily change into independently. They should also have their own headphones for using with electronic devices. Please contact the school if you need support with school supplies or

School/Library Property

During the school year, students may be issued with textbooks and other school resource materials. They also have access to library books. Students are expected to care for the materials and return them in good condition. Students will be charged for damaged or lost items.

Lost and Found

Unclaimed items found in hallways, classrooms and the playground are placed in the Lost and Found box. Please ask your child to check through the box regularly to see if any items belong to your family.

Health and Safety Issues:

Students in the Hallway

- If a student leaves a class, he/she **MUST** have the permission of the classroom teacher.
- Students are expected to be quiet, walk safely and be considerate of classes in session.
- Students found loitering in the hallways, doorways, or boot rooms during class time may face progressive disciplinary action.

Students Outside the Building at Recess and Lunch

When students are outside at recess and lunch they are expected to listen to and show respect for the supervisor on duty. Students must remain in the designated areas, especially during the days that the CRD LIBRARY is open to the public; traffic and patrons will be using the library (in the portable building) during school hours. Please contact the Principal for further information.

Healthy Eating Active Living

Likely Elementary encourages healthy eating and active living through nutrition education, food programs and physical activities. Planning for “garbage free” lunches is one way to ensure healthy eating & snacking. We support an energetic lifestyle resulting from exercise and good dietary habits, as well as daily activity. There is a Healthy Schools Policy in place in our school district www.sd27.bc.ca. The school often provides a healthy snack in the morning to foster healthy eating habits. Sharing of food from home is discouraged because of nutrition and allergy concerns.

Potable water is now available through the water bottle station in the hallway and the gym.

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 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](#)

Medical Room

Students who become ill at school are to report to the teacher, who may refer the child to the office/principal. The parent/guardian will be contacted and arrangements made for them to go home.

Allergies

If your child has any allergies, it is important to note it on the school registration/verification form. If your child has a life-threatening allergy a school plan will be developed and posted in the office and staff room and everyone on staff will be made aware of procedures. Please contact the school immediately if your child develops any allergies during the school year.

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.

Student Medication at School

If your child 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.

Cold Weather Policy

School buses may not run if the temperature where the bus is parked is too cold, or if the road conditions are extreme. Unless directed otherwise, the school will remain open even when buses do not run. Parents can get bus information from the local radio station or the School District website. Checking the website for notifications is good practice, especially during time on inclement weather. On the off chance that the school must be 'closed' this means students are to stay home as there will be no supervisors at school when it is 'closed' to keep students safe. In this rare case – the phone tree will be initiated to notify families of the plan.

In Day/Out Day Policy

Students are expected to be outside before school, during recess, and at lunch. On days when the weather is particularly cold or wet, students may stay indoors and play quietly in classrooms. Many factors, such as windchill, contribute to the decision to have an "Inside" day. There is no set temperature for when this occurs; the decision is made at the discretion of the principal or designate. We recognize that outdoor time is important for students' well-being and contributes to their ability to self-regulate. On cold days, the principal or designate may choose to shorten outdoor time to ensure students get some fresh air while also staying safe and comfortable. We encourage students to dress appropriately for the weather by wearing layered clothing, warm coats, and suitable footwear, ensuring they can be outside comfortably. The school understands that winter clothing can be expensive and is happy to assist families in providing necessary outdoor apparel.

Early Closure/Non-Scheduled School Closures

In the event of an unforeseen situation such as a power outage or extreme weather condition, school may be let out early. In this event, school personnel will contact parents/guardians or emergency contacts. All children will remain at the school with staff until arrangements have been made to ensure someone is at home or at the bus stop to meet the students.

Counseling Services

Through a School Based Team referral process, Likely students can access a counsellor through CCSD27 - Student Support Services. Contact the school for more information.

Duty to Report

School staff are legally required under the *Child, Family and Community Service Act* and by CCSD 27 policy to report any suspected child abuse or neglect. Failing to do so is a serious offence. Reports are made directly to the Ministry of Children and Family Development. Staff do not investigate or make judgments about validity; they are obligated to report concerns or disclosures. We understand this process can be stressful for families. The principal will work with families and community partners as needed to support the child's best interests while maintaining trust and care.

Student Threat Assessment Protocol: Fair Notice

All schools in CCSD 27 comply with the Safe School Initiative, which is a violence threat/risk assessment protocol. On our website under Code of Conduct please read the Fair Notice document which contains 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.

Emergency Procedures:

Drills

A minimum of 6 fire drills will be conducted throughout the school year. Students will receive instructions from staff as to the procedures. 2 Lockdown drills will also be practiced.

Emergency Response Plan

In the event that the school must be evacuated because of fire, bomb or bomb threat, or an earthquake, the students and staff will meet in a safe place as determined by the principal or designate (the trail leading toward the church or the lower parking lot). Attendance will be taken and the Principal will ensure that all students are outside the school. Students will then be moved to the LIKELY CHAPEL, beside the school, and calls will be made to parents/guardians to arrange for the pick-up of students. Fire, earthquake, and intruder drills will be held during the school year and students will If the Chapel location has been compromised or if it is inaccessible, students and staff will relocate to the Community Hall.

Conduct:

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 toys, sticks, 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. It is also expected that students listen to the supervising adults and respect their decisions regarding safe play and boundaries.

Field and Athletic Trips

While a student is away on a school sponsored trip, he/she is subject to the Code of Conduct and all policies, rules and regulations of Likely Elementary School and School District # 27 (Cariboo-Chilcotin).

Drugs and Alcohol

District Policy dictates that a first offence of suspicion, possession or being under the influence of drugs/alcohol will result in a 10 day suspension and a second offence an indefinite suspension. Legal sanctions related to drug/alcohol infractions are doubled in drug free zones.

Dress Code

Students are to wear comfortable clothing that is appropriate in a business-like and family friendly environment. This includes clothing that is non-disruptive, and free from offensive or discriminatory imagery, slogans, or wording. Hats and clothing associated with groups that promote discriminatory beliefs or practices are 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.

Tobacco Use

The school acknowledges the harmful effects from the smoking and chewing of tobacco products. The use of tobacco products is prohibited on school property. Warnings will not be issued as the use of tobacco products on school grounds is now a legal issue. Students will be given a three day suspension upon the first incident. Any further incidents will result in indefinite suspensions.

Weapons

The possession or use of weapons at school will automatically result in an indefinite suspension. Such weapons may include but not be limited to knives, firearms, laser pointers, explosives and similar items.

Harassment

Harassment is an unwelcome comment or conduct that may lead to adverse or negative consequences for the victim of harassment. In a school setting it can lead to unnecessary conflicts or student feeling unsafe or unwelcome in their classes or hallways. Harassment, or other forms of bullying, is often excused as teasing, but harassment is enjoyed only by the harasser. It is never acceptable. The ONLY judge of whether behaviour is unwelcome is the person on the receiving end. Under all circumstances, unwelcome harassing behaviour is inappropriate. It may also be illegal. In the case of sexual harassment it may be criminal. Please contact the school if there is an issue or concern that needs to be investigated.

Appropriate Language

Students are expected to express themselves in a positive, courteous manner. The use of coarse, offensive, or abusive language is inappropriate at all times in or around the school. The use of 'please' and 'thank you' is encouraged, at all times, as a matter of courtesy.

Vandalism

Willful destruction of public or private property cannot be condoned. The costs of such damage will be the responsibility of the student/parent/guardian.

IPODS, IPADS, Nintendo DS, Games, and Other Electronic Devices

The playing of ipads, games, digital devices (including cell phones) and other electronic devices are **NOT** permitted in the building except under the direct supervision of a staff member. *At Likely School, we believe in creating a strong sense of community. Electronic devices should not be brought to school. Electronic devices will not be allowed on the playground at recess or lunch. If you are bringing electronics for use on the bus, the school will not accept responsibility for the loss or damage of any electronic apparatus.* It is strongly recommended that these devices remain at home. Electronic musical devices requiring head speakers or earphones of any type are **NOT** to be brought to class and head speakers of any type are not to be worn in the school or during school-wide walks.

Internet Misuse

Any behavior that is in violation of CCSD 27 Policy #5780 (www.sd27.bc.ca). Misuse includes, but is not limited to, the use of email or material posted to a website or sites to threaten or harass others, viewing or posting of indecent or obscene website content or attempts to disrupt network or computer operations. Students are directed to contact the teacher/principal if they are in doubt about any situation that may constitute Internet misuse.

Bicycles, Scooters and Skateboards

For safety reasons, rollerblading, scootering, and cycling on school property must be supervised and proper safety equipment must be worn: proper fitting helmets and closed-toed shoes. Bikes and scooter equipment are provided. The parking lot hill is out of bounds. Skateboards are not permitted.

Safe Transportation of Students:

Bus Students

All bus students must be registered on all bus routes they ride and are not permitted to ride a bus they are not registered on. For safety reasons, in the case of an unforeseen event, we must have accurate information regarding ridership. Students must abide by the Bus Conduct Rules as set down by the School District and failure to do so will result in appropriate consequences, which could include restricted access to riding the bus. The rules and expectations on the bus are in place to ensure students safety. All students riding the school bus are expected to sit with their bottom on the seat, face in the forward direction with feet inside the seating area (not in the aisle), remain seated while the bus is moving, refrain from putting any object or body part outside the windows and to be respectful of all other students around them. If students are not behaving safely and/or acting in a respectful manner the principal or designate will be notified, and the appropriate consequences as laid out in this code will be issued at school in support of safe ridership.

Bus Safety

- The bus driver is in charge of the vehicle and the students. It is expected that students will be courteous and obey instructions promptly.
- At bus stops and at school, students will line up and proceed towards the bus, onto the bus, or off the bus only when given permission by the driver.
- Courtesy and respect among passengers is expected. Disruptive behavior (including throwing objects) and/or excessive noise disturb the safe operation of the bus and will not be tolerated.

- Respect for property is expected. Vandalism or willful damage to a bus will result in removal of bus privileges.
- Students must remain seated at all times while the bus is in motion. Personal belongings as well as heads and arms must be kept inside the bus.
- Objects that may cause injury (skates or other sports equipment) must be safely packaged.

Disciplinary Actions for Violation of Bus Rules

- Driver warns student and may report matter to Transportation Supervisor who will inform principal.
- Transportation Supervisor warns student, contacts parent by telephone followed by a letter with copy to principal.
- Transportation Supervisor suspends student, informs parent by telephone and letter regarding suspension of bus privileges, with copy to principal.
- Disciplinary actions will be documented.

Student Safety – Student Pick-up From School

Teachers will only release students to school staff or to a parent/guardian they know. If someone else will be picking up your child, please call the school ahead of time to let us know. If an unexpected person arrives to pick up a student and we haven't heard from you, the principal or designate will keep your child at school until we're able to reach you directly to confirm the arrangement.

Transportation to and from School

- When parents/guardians are picking their child(ren) up from school, they do NOT need a note. For the safety of your child(ren), please make sure that school staff knows that you have your child(ren).
- Your child(ren)'s safety is of the utmost concern and in the event that parents/legal guardians have an emergent situation and are thus not available and are unable to make anyone else aware of their situation, the school will phone the person(s) designated on your "Emergency Contact Sheet" to pick up your child(ren) from school at any point during the school day.
- During field trips, it is NOT necessary to have a note or have your vehicle's insurance/driver's license on file at the school to pick up YOUR OWN child(ren). Refer to the next session below about transportation of other students. **However – please let the teacher know that you are taking your child(ren).**
- *More information can be found at CC School District 27 Policy and Regulation Manual AP 770*

Transportation of Students in Private Vehicles

If parents or other adults are transporting students in a private vehicle, a Criminal Record Check and Volunteer Driver Application form must be filled out and kept on file at the school. The driver's license and insurance must also be checked to insure proper liability and requirements. The Principal or designate must check the physical condition of the vehicle, specifically looking at seatbelts and tires. It is the responsibility of the Principal to determine if road conditions are safe. This is a mandatory policy. AP 770

The responsibilities of parent volunteers are:

- To maintain confidentiality at all times
- To familiarize themselves with posted escape routes in case of emergency
- To conduct themselves in a manner befitting a school environment and in accordance with the school Code of Conduct
- To provide the school with a Criminal Record check (this can be done online, info. available at the school)

Reporting Student Progress:

Formal written reports are done in December, March & June. There are also two informal opportunities for communicating student learning which occur in the Fall and in the Spring.

Student Support Services:

Cariboo Chilcotin School District 27 provides support services for students. If a student is having difficulties, a referral can be made to the School Based Team. Strategies to assist the student are then put in place. A referral may be made to Student Support Services for further support.

Our school is an inclusive space and provides learning assistance to help all students in areas of need. Support for specific learning needs will be provided by our teachers and principal allowing a more integrated approach and creating more relevance for the student. The Elementary School Counsellor works out of Williams Lake and is assigned to our school on a crisis intervention basis. Please contact the principal if you require more information regarding student support services.