

# Marie Sharpe Elementary Family Handbook 2025-2026



Principal – Mrs. Heather McKinnon  
Vice Principal – Ms. Marina Campsall

Welcome to Marie Sharpe Elementary School

This handbook provides parents with information regarding the goals, procedures, guidelines, rules, safety, communications, programs and services found within our educational walls at Marie Sharpe Elementary School.

Parents are encouraged to review these pages thoroughly and to discuss the content with their children. We hope that through this handbook and the concepts presented here, we can work together to strengthen our Home/School partnership. If you have any questions, please do not hesitate to call the school or come in for clarification. Communication is essential between parents and the school, and the office door is always open. Marie Sharpe also maintains a website, which can be viewed by entering through the School District #27 site or directly at [mse.sd27.bc.ca](http://mse.sd27.bc.ca) and an informational Facebook page @MarieSharpeElementary.

Throughout the year, all important information is communicated through the school website, our Facebook page and monthly newsletters (e.g., calendar updates, school and PAC news, school and PAC event information). To ensure you do not miss any important information, please provide the school office with your current email address.

## Contact Us!

**Principal:** Mrs. Heather McKinnon  
**Vice Principal:** Ms. Marina Campsall  
**Secretary:** Mrs. Tricia Walsh  
**Address:** 260 Cameron Street, Williams Lake, BC V2G 1S8  
**Office Telephone:** (250) 392-4104  
**Principal's email:** [heather.mckinnon@sd27.bc.ca](mailto:heather.mckinnon@sd27.bc.ca)  
**Vice Principal's email:** [marina.campsall@sd27.bc.ca](mailto:marina.campsall@sd27.bc.ca)

## School Hours

**Class Begins:** 9:00 am  
**Recess:** 10:35am - 10:50 am  
**Lunch:** 12:10 pm- 12:55 pm  
**Dismissal:** 2:54 pm

## Marie Sharpe Elementary Mission Statement

Together the Marie Sharpe School community will work to ensure a safe, respectful environment that promotes the development of individual potential and lifelong learning.

## STAFF

### Office

Principal – Mrs. Heather McKinnon  
Vice Principal – Ms. Marina Campsall  
Secretary – Mrs. Tricia Walsh

Learning Support: Jennifer Reedman &  
Jessica Katsura  
Library: Jessica Katsura & Kyla Matthews

### Teachers

Courtney Brown	Kat Goertz
Christy Campbell	Alice Hird
Marina Campsall	Ashley Merth
Katie Clarke	Erin Pagé
Natalie Craig	Jeremy Parkin
Kaarina Fichtner	

### Educational Assistants (EAs)

Meagan Bobrowski	Leanne Schiemann
Brianna Hall	Keeley Patey
Jody Erho	Samantha Forseille
Jay Julius	Caroline Trenzek
Megan Tanner	

Strong Start & ECE: Apryl Soichuk  
Indigenous Support: Teness Romaniuk, Dawn Ross,  
Jolene Ross & Mavis Skerry  
Custodian: Jenny Earnshaw & Bastion Brown

## SUPERVISION AND SCHOOL SAFETY

### School Arrival and Supervision Times

An administrator or designate has morning bus supervision beginning with the first buses. Teachers will supervise students in designated play areas beginning at 8:30am. Teachers will supervise during recess each school day and administrators and/or noon hour supervisors will supervise children from 12:10pm - 12:25pm in their classrooms while they eat and then in designated play areas from 12:25pm - 12:55pm. Teachers will supervise after school each day in the supervision areas, while more will supervise the bus lane.

#### Supervision Times:

8:30am – 9:00am – Before School  
10:35am – 10:50am - Recess  
12:10pm – 12:55pm - Lunch  
2:54pm – 3:24pm – After School

#### Supervision Areas:

Bus Lane (Before & After School only)  
Field  
Play Structure  
Courtyard

**\*\*\* All Supervisors will be wearing high-vis vests \*\*\***

**\*\*\* There is no supervision in designated play areas before 8:30 a.m. or after 3:24 p.m. \*\*\***

### Leaving the School Grounds

We **do not** allow students to leave school grounds during the day for any reason (aside from teacher-arranged field trips) unless we have received prior written notification or written consent from a parent/guardian that includes:

- the reason the child is needing to leave school/be away from school
- the date(s) and time(s) the student will be absent
- the name of the adult that is responsible for picking them up and returning them to school.

Upon arrival at school (bus, walk, dropped off) students are not permitted to leave the school grounds.

### Student Pick-Up Procedures

To ensure the safety and security of all students, as well as to minimize disruptions to classroom learning, we ask families to follow these procedures when picking up their child/children during the school day:

- Please provide your child's classroom teacher with information about pick-up arrangements so your child can be prepared.
- All parents/guardians or approved emergency contacts must **report to the office** to pick up their child/children. Students will either be waiting at the office, or office staff will contact the classroom to have the student sent down.
- During the first week of school, forms will be sent home to establish legal guardians and approved emergency contacts for each student at Marie Sharpe Elementary. **Only legal guardians or approved emergency contacts will be allowed to pick up students.** No student will be released without consent.
- Please check in with the office prior to picking up your child during regular school hours.

We kindly request that these procedures be followed **at all times** to help us maintain a safe, secure, and uninterrupted learning environment.

If your child is being picked up after school, please ensure this happens promptly after the bell. The playground is not an appropriate place for students to wait. Any student not picked up on time will wait at the office until their adult arrives.

### Visitors and Parent/Guardian Sign In

**ALL** visitors and Parents/Guardians entering the school **MUST** check in at the office **WITH THE SECRETARY**. Please note that we do this to ensure the safety and security of all students, staff, and property of Marie Sharpe Elementary School.

## School Attendance

At this school and in our district, we believe that student attendance is important. There is a strong correlation between attendance and success in school. 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. Under the School Act of the Province of BC, parents of students attending school are entitled to be informed of their child's attendance.

Parents are partners, and attendance is critical. We may ask you, "How can we help?" 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. 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 BE SIGNED OUT** at the office by an **APPROVED PICK UP PERSON** and sign back in if they return later the same day.

### Safe Arrival Program

Marie Sharpe 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.**

## STUDENT HEALTH AND WELLNESS

### Student Illness or Injury

Our policy is to get sick students home as soon as possible. Our practice is to call the parents and ask that students either be picked up or be given parental permission to go home or to another location to be cared for.

If a student has a minor injury (scrape, bump, etc.), a supervising grown up will provide very basic first aid to the injury (band-aide, ice pack, etc.). If an injury appears beyond our ability to treat, the office will contact a parent so that they can make the decision regarding treatment. In an emergency a student may be transported to the Emergency Room via private vehicle (Principal/Vice Principal) or an ambulance and parents will be notified to meet their child at the hospital. **Injuries will be reported to families within the same day.**

### Medication for students at school

If your child is taking medication that needs to be administered during the school day, please contact the school office. We will give the parent a form that needs to be completed by their doctor giving detailed instructions on administration of medicines. This form must be returned to the office. Medication cannot be administered without this step. Teachers will be informed of

any acute medical conditions (allergies, seizure disorders, asthma, diabetes, etc.) for their students.

### Allergies

At our school, we have a number of students (and some staff and parents) who are allergic to some foods, peanuts, bee stings, and to other things such as cut grass, perfumes, pollen, etc. We request that parents inform us of any serious allergies, possible complications and treatments, so that we are aware and can take any necessary precautions in our classrooms and school. Student medical alerts are posted in the staff room for all staff.

### Weather Policy

Students are expected to dress in appropriate clothing for the weather conditions. Specifically, children should wear warm winter jackets in the winter and water resistant jackets on rainy days. Students are not allowed in the school during regular break times, before school, recess and during the noon hour (unless they are being directly supervised by a staff member.)

Inside days will be declared by the Principal or designate when it is very cold (we take wind chill into consideration) or is raining very hard. If it is an inside day it will be posted at the front doors. If the school buses aren't running, the cancellation will be determined by the transportation supervisor and will be broadcast on the local radio station and on the School District Website. Parents must exercise discretion as to whether or not students should be sent to school when temperatures are low or conditions are hazardous. **Reminder that if the busses are not running in the morning, they also do not run in the afternoon regardless of changes in conditions throughout the day.**

## PERSONAL BELONGINGS

### Personal Belongings and Valuables at School

On occasion, students may decide to bring items to school that hold significant value. The school and School District cannot accept any liability for personal belongings and valuables, inclusive of musical instruments, cell phones, technology or jewelry; if these items were to become lost, stolen, or broke. **As a result, we discourage students from bringing valuables to school.**

### Personal Digital Devices

We recognize that limiting personal device use while at school helps promote a focused learning environment and increases online safety. Our general expectation is to **please leave all electronics and valuables at home.** The school will not be responsible for any missing items.

Devices should not be accessed or used during school hours and will remain secured away. Specifically, students are not permitted to leave the classroom with their device during class time or break times and are not permitted to have them in bathrooms. Classroom teachers may set an

appropriate range of classroom strategies for restricting use of digital devices. There may be times when devices are used specifically for instructional purposes and digital literacy; allowing for students' ages and developmental stages. Considerations will be made in regards to accessibility and accommodation needs, medical and health needs, and equity to support learning outcomes.

Students who fail to adhere to the school and classroom guidelines for digital devices may:

- Have their device taken away
- Be prohibited from having a device on school property
- Be suspended in accordance with AP 320—Student Suspensions

### Lost and Found Items

Please make sure student belongings (particularly jackets, sweaters or 'hoodies', pencil boxes, binder, etc.) are labeled with the student's name so they can be returned to them if found lying around the school. Items found, if not clearly labeled to allow us to identify the owner, are placed in our "Lost and Found" area, just inside the main entrance. Please check this area regularly for missing belongs. Smaller items (watches, rings, etc.) are kept in the secretary's desk until identified by a student. While the school staff will make every effort to help students find lost items the school can be in no way responsible for any losses.

## STUDENT LEARNING AND COMMUNICATION

### Communication of Student Progress and Events

Communication between home and school is vital to your child's/children's education. Teachers communicate about classroom learning and events through email, portfolio options, letters home, newsletters and in your child's agenda. Informal conferences to discuss student progress are held twice a year. More information about these conferences will come home at a later date. Teachers may invite parents in for a conference at other points during the school year if they have information regarding a child's progress they feel would be best addressed in person. To make arrangements for a meeting with a teacher, contact the teacher by phoning the school office and leaving a message for the teacher to call you, writing a note to the teacher, requesting a meeting time in person or via email communication.

### Learning Updates (Report Cards)

Learning updates are written and posted at the end of each term (before winter break, before spring break, and at the end of the school year). They can be viewed online and printed using the MyEducation Parent Portal. If you would like a printed copy please contact the school office.

### Communication Protocol:

If you have concerns about anything having to do with your child's experiences at school:

first: contact your child's teacher to share information, review the problem and discuss a resolution.

second: if, after meeting with the teacher the problem is unresolved or you are dissatisfied with the resolution, contact the Principal or Vice-Principal.

Please feel free to call the school and make an appointment to address any concerns.

#### 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.

#### Care of School Property

Over the school year, students may work with workbooks, library books, supplies, team shirts, and equipment, which are borrowed and returned in good condition to be used by other students. It is the student's responsibility to take care of any item belonging to the school that is on loan to him/her. A student who carelessly loses, deliberately defaces, or destroys school property, may be required to replace the item or to pay part or all of the replacement cost. All students are urged to treat borrowed items with care and respect.

### PARENTS AS PARTNERS AT MARIE SHARPE ELEMENTARY

#### Parent Volunteers in School

Parents who volunteer regularly to work on a one-to-one basis with children, or volunteer for field trips to be with students outside of the classroom, must have a criminal record check as required by the School Board, and fill in a Volunteer Application form. Teachers, PAC or the Principal will often make specific requests for volunteer help in the regular school newsletters.

#### Parent Advisory Council – PAC

Marie Sharpe has an active and committed PAC group. This group is open to any parent/guardian of a student attending the school. Parents are strongly encouraged to become involved in our school through our PAC. We are aware, of course, that parents have different levels of interest and that some things will appeal to some parents and not to others. Therefore, the PAC invites parent involvement by providing many and varied opportunities. Being an interested, participating parent will create a positive liaison between you, your child, and the school. Watch for meeting dates or specific needs in the regular school newsletters.

Our PAC supports our school food program throughout the year – watch the newsletter for more information on how parents can be involved as helpers this year.

We have a dynamic learning community at Marie Sharpe Elementary, eager to learn and grow together to instill a love of learning for all. We strive to ensure the success of every student in our school, in a safe and caring environment. If you have any questions/concerns, please know our doors are always open.

Yours in education,

Mrs. Heather McKinnon and Ms. Marina Campsall  
Principal and Vice-Principal  
Marie Sharpe Elementary