

# **Bouchie Lake Elementary**

## **Handbook**

**2025-26**



# Table of Contents

<b>With you, With Unity by Katie Atkinson</b>	<b>3</b>
<b>Welcome to Bouchie Lake Elementary</b>	<b>4</b>
<b>Principal's Message</b>	<b>5</b>
<b>Message from the PAC President</b>	<b>6</b>
<b>Student Code of Conduct</b>	<b>7</b>
Electronic Devices	8
<b>CARES</b>	<b>9</b>
<b>Bullying</b>	<b>10</b>
Problem Solving Language	11
<b>School Based Team</b>	<b>12</b>
<b>Section II- Policies and Procedures</b>	<b>13</b>
Policy for reporting student progress	
District "Catchment Area" Policy	
Personal Information/FIOPPA Policy	
Discipline- Travelling to and from school bus	
Student drop-off and pick-up	
School procedures	
Playground and Fields	
Custodian's expectations	
Cold weather policy	
Accidents, injuries and illness at school	
Medical alerts and administration of medication	
Attendance and punctuality	
Classroom planners	
Lunches and snacks	
Students Supervisors	
Parent Advisory Council (PAC)	
School dress/appropriate clothing	

In resilience.  
We are here.  
Evolving, adapting, encouraging.  
Our community is safety.  
Belonging, empowering voice, activating change.

In courage.  
We are here.  
Together, belonging, connecting.  
Our community is trust.  
Championing rights, sharing passions, growing together.

In empathy.  
We are here.  
Challenging, encouraging, walking as one.  
Our community is truth.  
Welcome, listening, moving forward together.

Growing. Rising.  
Developing. Empowering.  
Supporting. Influencing.  
Encouraging. Impacting.  
Our community grows through change.

We are here, in resilience.  
We are in, in love.  
We are in, in unity.  
With you, With unity  
by Katie Atkinson



**Bouchie Lake Elementary**, is delighted to accommodate a diverse population of around 160 students from a variety of backgrounds and interests that serve to enrich our school community.

Bouchie Lake Elementary is also home to the Bouchie Lake Strong Start program where Early Childhood Educators facilitate fun and educational activities that support children's development and socialization skills.

In addition to all Bouchie Lake Elementary has to offer, you can also find the Six Mile Daycare facility here for your childcare needs.

## **Our Goals**

Bouchie Lake Elementary, in solidarity with School District 28, is committed to student success through 4 strategic areas of focus to help achieve these goals:

**EQUITY AND ENGAGEMENT**- our commitment to equitable outcomes for all students

**CULTURAL COLLABORATION**- consultation WAS the goal, now our new goal is meaningful collaboration

**SUPPORTIVE SPACES**- student and staff wellness is at the forefront of our planning and is a key predictor of student success

**INTENTIONAL INNOVATION**- the pursuit of innovative ways to engage students, and build our collective capacity

# Message from the Principal

We are excited to be welcoming our school community back to Bouchie Lake for another exciting year of learning and adventures.

We will be continuing with the C.A.R.E.S. for success program. This program has provided the vision that continues to drive the program of discipline at Bouchie Lake School. As guiding principles and practices, these values have been important rallying points for students and staff. High values, character education and expectations offer a foundation for quality learning conditions.

We encourage parents to be active participants in the education of their children. We believe that when parents are actively involved in their children's education students have a better chance of succeeding academically. All parents, by virtue of having children who attend our school, are members of the School

**Parent Advisory Council (PAC).** Parents serve on our PAC executive, volunteer in the classroom and on field trips, and help with fundraising activities. We hope this handbook enhances your ability to participate in the life of your child's education through a greater understanding of your child's school.

**Our school Mission** is to provide a safe, caring environment, which encourages children to develop caring, achieving, respectful, encouraging, safe characteristics. This enables them to learn the importance of Taking responsibility for both their education And their behavior. Our primary academic Objective is to teach students numeracy and literacy Skills that will allow them to function effectively at Home, at work, and as citizens of the world. We hope this handbook will help staff and parents work together for the best interests of our students, and your children.



Ann Fraser, Principal



# **A Message from the Parent Advisory Council**

**The Bouchie Lake Elementary school PAC welcomes you! When you join the PAC, you join a community that encourages student achievement and enriches the learning environment. Our goal is to build partnerships between our families and our school.**

**For those who are unfamiliar with the PAC, we are volunteers made up of parents, guardians, teachers, and support staff who are dedicated to the successful education and fun school experiences of our children. The PAC works hard to help make the school year both enjoyable and exciting.**

**The purpose of the PAC is to aid the students and staff by providing support for educational and recreational needs to promote growth within our school. The PAC uses its resources, both manpower and monetary to support all the efforts of the staff to our school.**

**Our group meets approximately once a month to discuss events, plan fundraisers, and share ideas. This is a great way to find out what is happening at our school.**

**With very few members and volunteers, we encourage you to get involved and show your support!**

P  
A  
C

# **Code of Conduct**

## **Safety First at Bouchie Lake!**

**Physically, Socially and Emotionally**

### **Our Beliefs**

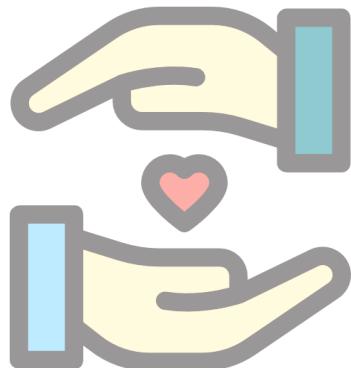
**We believe that students, parents/caregivers, and staff members care about each other, about themselves, about learning, and about this place. We engage 'in a good way' while becoming the best version of ourselves and respecting the right of ourselves and others.**

**We believe that, as adults, it is important to support and teach students ways to interact positively with others, just as we support and teach our students' academic skills.**

### **Our Goals**

**To improve students' feelings of generosity toward self and others, to improve school success, sense of belonging and connectedness, and promote a safe and respectful school climate for all students and staff.**

**To create a respectful and non-threatening environment for all students, with opportunities to demonstrate leadership, cooperation, collaboration and**



# **RE: Personal Electronic Devices-School District 28 Bouchie Lake**

## **Elementary School**

Dear Parents/Guardians,

On January 26th, 2024 the Province announced three actions for the safety and well-being of students in relation to digital technology. The announcement included restrictions on the use of cell phones in schools, which must be in place for the 2024/2025 school year.

**Per Ministry and District policy, Bouchie Lake Elementary School will implement the following policy:**

**In September 2025 students are expected to store their personal electronic devices\* in their backpack or leave them at home for the entire school day. This includes the use of personal electronic devices during recess and/or lunch.**

**The following procedures will be used for the violations of these expectations:**

**1st Time bringing device to class**—The student will hand in their device and it will be stored securely in the office until the end of day. The student is responsible for collecting their device from the office at the end of day. We expect students to comply with this request without becoming argumentative or defiant. Students not complying with the request will move into the discipline process. Parents will be contacted.

**2nd Time bringing device to class**—The student will hand in the device, and a parent/guardian may-be notified to pick up the device.

**3rd Time bringing device to class**—The family, student and Principal will work together to create a device plan which includes the student handing in their device daily, to be stored securely in the vault for a defined period of time.

**Continuing to disregard these Provincial, District and School expectations may result in consequences per the code of conduct and may include suspension and/or other disciplinary consequences.**

We understand that many parents/guardians use text messages to communicate with their children during the day. For emergency situations, we ask that you contact the school office, 250-249-5913, and we will pass along your message, or have your child contact you. These changes are intended to support a focused learning environment for your young people and to help reduce the addictive and negative impacts these devices are having on our young students.

**We ask that you support our staff and discuss this change with your child before the upcoming school year.**

If you have questions or concerns about these new expectations, please contact the Principal at the school.

# Bouchie Lake Elementary Cares:



Bouchie Lake  
Elementary School

**Cares for Each Other.**

We are / I am ...

- ... Respectful
- ... Peaceful
- ... Helpful
- ... Compassionate
- ... Empathetic
- ... Kind
- ... Joyful



Bouchie Lake  
Elementary School

**Cares for Ourselves.**

We are / I am ...

- ... Resilient
- ... Responsible
- ... Positive
- ... Courageous
- ... Reflective
- ... Inspired
- ... Organized

In a good way.

In a good way.



Bouchie Lake  
Elementary School

**Cares for This Place.**

We are / I am ...

- ... Trustworthy
- ... Responsible
- ... Proud

We / I Contribute and Take Initiative.

In a good way.



Bouchie Lake  
Elementary School

**Cares about learning.**

We are/I am:

- ... Industrious
- ... Enthusiastic
- ... Confident
- ... Thoughtful
- ... Creative
- ... Strategic
- ... Compassionate
- ... a Risk-Taker

In a good way.

# Bullying

As children get older, they become more reluctant to tell you that they are being bullied. There is a strong code of silence around bullying, even among children in the elementary grades.

Trust your instincts. If your “parent radar” is telling you something is wrong, you are probably right.

## Signs your child is being bullied:

- \* Upset stomach
- \* Sleeplessness or excessive sleepiness
- \* Sulkiness
- \* Avoiding school
- \* Coming home disheveled or hungry
- \* Missing personal possessions
- \* Invitations to events like birthday parties drop-off



## How can a parent help?

- ⇒ Encourage your child to stand up to a bully with words and tell an adult at school. Bullying is real and must be treated seriously, right from the start.
- ⇒ Listen closely to your child without interrupting. While it is great to help your child problem-solve, chances are he or she has tried everything.
- ⇒ Encourage your child to have friends over after school or on the weekend; just one friend can go a long way in keeping self-esteem intact.
- ⇒ Get your child involved with something she or he is good at and enjoys, such as, art classes, music lessons, sports or groups such as Brownies and Cubs. It will help build their self-confidence and expand their group of friends to other children with similar interests.

### DO

- \* Take bullying seriously
- \* Listen to your child
- \* Help your child problem-solve

### DON'T

- \* Blame your child for the bullying
- \* Expect your child to deal with it on his or her own

# Problem-Solving Language

Our goal at Bouchie Lake School is to teach students how to be effective problem solvers when faced with being bothered by other students. Giving students a common language to use to solve problems will enable them to be more assertive, thereby allowing them to solve personal problems more independently. Staff and supervisors will be available to help and support students when difficulties arise.

**The problem-solving model consists of three steps:**

1. Use the problem solving language when someone is bothering you. Tell them what it is you want them to stop doing and why.  
(STOP \_\_\_\_\_ BECAUSE \_\_\_\_\_)  
\_\_\_\_\_)
2. If the other person does not stop bothering you, repeat step one in a more assertive voice or walk away if you are not comfortable.
3. Ask an adult to help you solve the problem. The adult will help the students use the problem-solving language again and will support the student in solving the problem. The adult will coach the student in ways to use the problem-solving language successfully next time as well as to help the student who is doing the bothering to find a better way to behave next time.

Bouchie Lake staff will teach the problem-solving model to students in the first weeks of school each year. Students will practice it frequently throughout the year. Various teaching strategies will be used including modelling and role-playing. Staff will also discuss with the students, ways to deal with bullying and times when assertive behaviour might not be effective or safe.



# School-Based Team

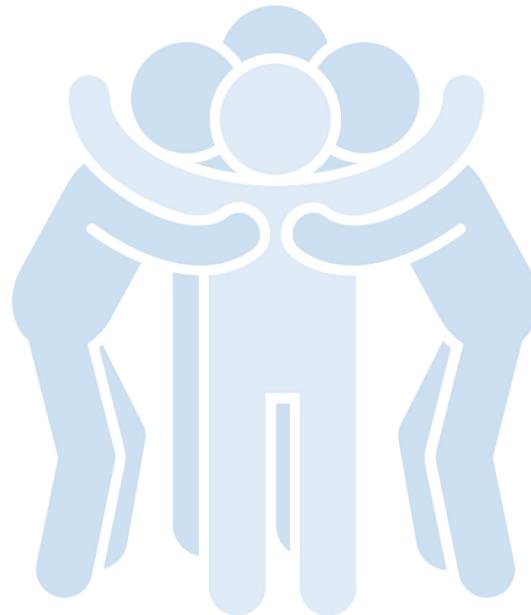
The School-based team is a “school-based”, solution finding group that provides a forum for dialogue on the specific needs of students. The group includes teachers and other professionals. Through Process of regularly scheduled meetings, classroom teachers are assisted in the development and implementation of instructional and/or managements strategies for students who require additional support.

## WHAT DOES THE SCHOOL-BASED TEAM DO?

- ◊ Plans and co-ordinates services for students in the school.
- ◊ Brings together people with different perspectives and skills to help meet student needs.
- ◊ Monitors student performance and provides continuity of services.
- ◊ Provides opportunities to share teaching/intervention strategies, management techniques and evaluation of ideas.
- ◊ Provides access to additional district, community and provincial services.
- ◊ Implements preventive programs and evaluates existing programs.
- ◊ Allows referrals to school and district staff to be prioritized.
- ◊ Keeps detailed records of meetings.
- ◊ Develops a plan of action and assigns members to a student’s working team.
- ◊ Sets follow-up date(s) for the working team and support staff to report on student progress.

## SCHOOL-BASED TEAM MAKEUP

At Bouchie Lake Elementary, the team meets on an on-going, scheduled basis. The team consists of one primary teacher, one intermediate teacher, the learning assistance/resource teacher and the principal. The school counsellor attends most meetings.



## WORKING TEAM

This is a subset of the school-based team, which includes parents and other professional and support staff, who meet with regard to the student. The working team develops the plan for the student, either an individualized education plan or a short-term intervention to help a student be successful.

# Section II Policy & Procedures

## **POLICY FOR REPORTING STUDENT PROGRESS**

Provincial regulations for the reporting of student progress require that parents be provided with a minimum of three formal written report cards. Formal reports (structured written reports and letter grades), and two informal reports, communicate to parents significant aspects of student's progress in learning. They describe, in relation to the curriculum, student's progress in intellectual, social, human and career development.

## **DISTRICT "CATCHMENT AREA" POLICY**

School District #28 has a district "Catchment Area" policy indicating that students must attend the school in their "home area", unless a formal application for transfer has been made and approved as per the regulations currently in effect.

Thus, if your residence is outside the "catchment area" designated for this school, you will have to make application to stay at (or move to) Bouchie Lake School. Please check at the school office if you have any questions in this regard.

## **PERSONAL INFORMATION/FOIPPA**

Sections 13 and 97 and/or Ministerial Order M152/89. This information is used for educational purposes only and when required, may be provided to health services, social services, or other support services as outlined in Section 07(2) of the *School Act* and/or the information will be used for data submission to the Ministry of Education. The information collected is protected under the federal Freedom of Information and Protection and Privacy Act (FOIPPA). Questions about the collection and use of any such information should be directed to the principal of the school and/or the secretary/treasurer of the school district

# DISCIPLINE

## TRAVELLING TO AND FROM SCHOOL

All students are expected to conduct themselves properly while travelling to and from the school. Students who violate the school Code of Conduct while travelling to and from school in circumstances that negatively affect the welfare of other students or the learning atmosphere of the school are subject to disciplinary consequences.

## BUS DISCIPLINE

The prime goal of our District bus drivers is student safety. Our District employs only professional drivers. Poor student behaviour draws the driver's attention away from the road, creating a situation where accidents can occur more easily. Thus, it is important for bus students and their parents to ensure proper student behaviour while students are riding in District buses.

Students are expected to stay seated, use school appropriate language and treat everyone with respect including the driver and their peers.

The District has a specific policy and accompanying regulations regarding this issue. It is a privilege for a student to ride the school bus. Bus drivers have the right to issue "warnings" as well as bus suspensions for rule infractions. If your child receives a bus suspension, you will be required to make arrangements to get your child to and from school as well as to attend a meeting with the principal and bus driver. The Transportation Department's phone number is 250-992-8361.



# STUDENT DROP-OFF AND PICK-UP

In the interest of safety there is to be no stopping/parking on the south side of the access road in front of the school. Signs are posted. We realize that parking is limited during pick up and drop off times but we do not want our students crossing through traffic to get to a waiting vehicle. Pick-up and drop-off parking is only on the north side of Bartkow Road adjacent the school and field. Please take extreme care when driving this section of the road before the start of the school day and when you are picking up your children.

## SCHOOL PROCEDURES

- ◊ Enter and exit the building using the door assigned to your class or through the main entrance.
- ◊ Walk quietly in the building and do not loiter in the washrooms.
- ◊ Students arriving any time after the morning bell must report to the office.
- ◊ Students leaving early must wait for their ride inside the main entrance and check out with the secretary before they leave.
- ◊ The front doors open at 7:30 a.m.
- ◊ Cell phones must be turned off and stored in backpacks for the entirety of the school day.
- ◊ Students must remove muddy shoes or winter footwear upon entering the school.
- ◊ Pupils use the assigned washrooms and get their drinks on their way out at recess and at lunch break.
- ◊ Students must not loiter or hang around in the hallways.
- ◊ The office phone is for emergencies only. Student initiated after school arrangements need to be made prior to arriving at school.
- ◊ After breaks, students are expected to return immediately to their classrooms.
- ◊ Only those students who have made prior arrangements with the classroom teacher or principal are able to stay inside during lunch or recess.
- ◊ Students are to eat their lunch in their own classroom.
- ◊ All garbage must be put into garbage containers.
- ◊ Foul language is not accepted at any time.
- ◊ During extreme weather conditions such as temperatures below -15C or heavy rainfall, the staff will announce an inside day, where students will stay inside for lunch or recess, in a designated room or area.
- ◊ Students need non-marking running shoes for any PE activities in the gym.
- ◊ Students are not permitted to bring toys from home unless it is pre-organized for a class event.

# PLAYGROUND AND FIELDS

Bicycles are to be parked in the bicycle racks and locked to the bike racks. Students are to walk their bikes on the sidewalks and school grounds. Bicycles and scooters are off limits during school hours.

On the playground, students must act in a safe manner so everyone can be safe and happy.

Student must use fair play in all games.

All ball games are to be played on the fields away from the school, the parking lot and the adventure playground.

The parking lot and the front of the school are out of bounds for playing (for safety reasons).

Fighting and play-fighting are not permitted, nor is tackle football.

Students are expected to respect the flowers in the flowerbeds at the front of the school as well as the picnic tables behind the school

## CUSTODIAN EXPECTATIONS

- ◊ At the end of the day:
  - the chairs must be stacked at the side of the room
  - items must be put into desks or left on chairs.
  - floors and carpets must be cleared.
- ◊ Footwear must be changed upon entering the school.

## COLD WEATHER POLICY



When the 6:00 a.m. temperature at the Quesnel Airport is -32 C or colder, CKCQ and CFFM, will be requested to advise parents that all bus runs will be cancelled. The School District website will also be updated under the "Are the Buses Running Today" section.

Teachers will be in attendance at schools, and when there is sufficient enrolment, regular instruction will take place. However, if all students cannot attend, the regular programs will not be offered and students attending will receive instructional support, be offered study sessions and/or review. If the outside temperature is -15 C or it is extremely wet outside, it is an *inside day* at the school. Otherwise it is an *outside day* and students are required to go outdoors.

# ACCIDENTS, INJURIES, & ILLNESS AT SCHOOL

We have a couple of certified first aid attendants at the school, although we cannot guarantee they are available at all times.

When accidents occur on school grounds or within the school building that involve injuries, they must be reported to the office as soon as possible so that we can get proper treatment started. After any such incident, an official Incident Report Form is filled out detailing what happened and what our first aid attendant did. If necessary, you will be contacted to let you know and to have you come pick your child up. If our first aid person determines that immediate medical attention is required, and if we cannot get in contact with you or your emergency contact, we reserve the right to call an ambulance. We will always err on the side of “better safe than sorry”. We are not a medical facility, and so we cannot treat injuries that occur away from school grounds.

If your child becomes ill during the day, we will place them in the medical room while the teacher or office contacts a parent, etc. to determine next steps. It is important that you keep your home, work and emergency work numbers current with the school office.

In an attempt to keep illness from spreading here at school, please do not send your child to school if there are definite signs of ill health in the morning. Good health is necessary for effective learning.



## MEDICAL ALERTS & ADMINISTRATION OF MEDICATION

If your child has a medical condition that may require emergency care or administration of medication during school hours, parents must complete a medical alert form and/or a “Request for Administration of Medication” at the beginning of each school year or as soon as they are aware of their condition. Medication will only be administered by either the principal or school secretary who will log dates given in the office. *School staff will not administer non-prescription medication (such as pain relievers or allergy medication) to students.*

# ATTENDANCE & PUNCTUALITY

Common sense as well as experience tells us that a student who attends school regularly and punctually will generally have greater success at school. In our “custodial role” here at school, we also have a legal responsibility to keep careful records of student absences, late arrivals, and early dismissals. Please ensure your child arrives on time. This shows respect for the school, as teachers and classes have a right to operate without interruptions caused by students who are always late to class.

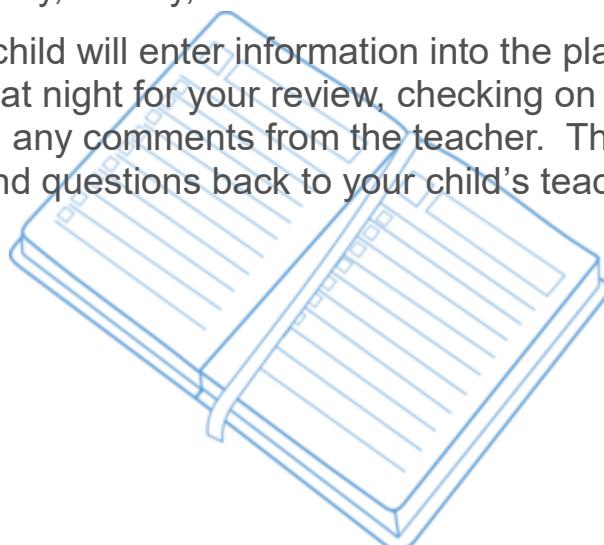
In any case, absence from school does not excuse students from the work that needs to be done. If you know your child will be away from school, please ask your child’s teacher for homework 24 hours in advance so that he/she does not fall behind. In cases of extended absences, please consult with us as early as possible to develop the best way possible to deal with the specific situation.

# CLASSROOM PLANNERS

All intermediate and some primary level classes receive a planner at the start of September or whenever they start school.

These planners are provided to help your child learn and to keep you informed of your child’s school activities. It is important to note that this serves as an integral part of the provincially mandated health and career education curriculum. Your child is required to keep this planner with him/her throughout the school year. Your child’s teacher may require you to sign or initial the planner daily, weekly, or on some other schedule.

Our expectation is that your child will enter information into the planner during the day and then bring the planner home at night for your review, checking on the status of required assignments as well as reading any comments from the teacher. This also gives you a chance to send comments and questions back to your child’s teacher.



## LUNCHES AND SNACKS

Your child should be bringing a morning recess snack to school each day as well as a lunch. If your child requires to be on the lunch program, which offers healthy lunches that include milk, yogurt, fruit, vegetables, and sandwiches, please notify the office and fill out an authorization form for your child to access this free program. To help your child and to help us keep our grounds clean and tidy, we ask that all snacks and lunches:

Are nutritionally sound to help your child be alert and active throughout the school day. We ask you to please avoid sending “junk food” such as chocolate bars, chips, and pop.

Come in reusable containers if at all possible.

Research shows us that students who lack a good breakfast before coming to school tend to have problems concentrating and staying on-topic during lessons and activities. Our school also offers a Breakfast Club from 7:35 – 8:00 a.m. All students are welcome to use this free program where they can eat toast, bagels, fruit, yogurt, milk, fruit juice, cereal, and occasionally special menu items like cheese toast, French toast or pancakes. Please work with your child to make sure he/she starts out each day with the greatest opportunity to grow and learn

## STUDENT SUPERVISORS

The school has four student supervisors who are on duty for the lunch hour. One supervisor is assigned to the kindergarten class, while the others supervise a section of the school while the students are eating. They are responsible for the safety of the students and report any accidents or medical concerns to the office or the appropriate teacher. Discipline concerns are reported either to the teacher or the office, depending on the incident.

## PARENT ADVISORY COUNCIL (PAC)

The *School Act* specifically designates a school's Parent Advisory Council as the parents' "official voice" to the school staff and the school board. All parents belong to this council. We encourage you to become involved with your PAC and to attend the monthly meetings, which are the third Wednesday of the month. We will announce all PAC meeting dates in our school newsletters as well as circulate their meeting agendas and minutes.

# SCHOOL DRESS/ APPROPRIATE CLOTHING

Both students and staff are expected to follow School District 28 dress code under Policy #306. Dress should always project a positive image of the individual. It is our expectation that clothing items will not have objectionable pictures and/or words and phrases on them (sexual, drugs, alcohol, tobacco profanity, etc.). Also, clothes should not be especially “revealing” (short shorts, crop tops, or tattered blouses or pants). If a student is identified with improper dress, he/she will be asked to change into other clothing or to deal with the problem in some other way. If a student objects or continues to dress inappropriately, his/her parents will be brought in to explore solutions with the principal.

All students are expected to have non-marking indoor athletic shoes for use in the gym. This will keep our school floors clean, protect the finish on our wood floor, and minimize the probability of injuries.

Our expectation is that your child will go out to play during the day, unless the temperature is too cold or it is raining heavily. You have the very important responsibility of ensuring that your child comes to school with appropriate clothing suitable to the season and the weather that particular day. Layered clothing is best as it provides flexibility, allowing students to adjust to changing conditions during the day. Proper rainwear is also sometimes needed.

