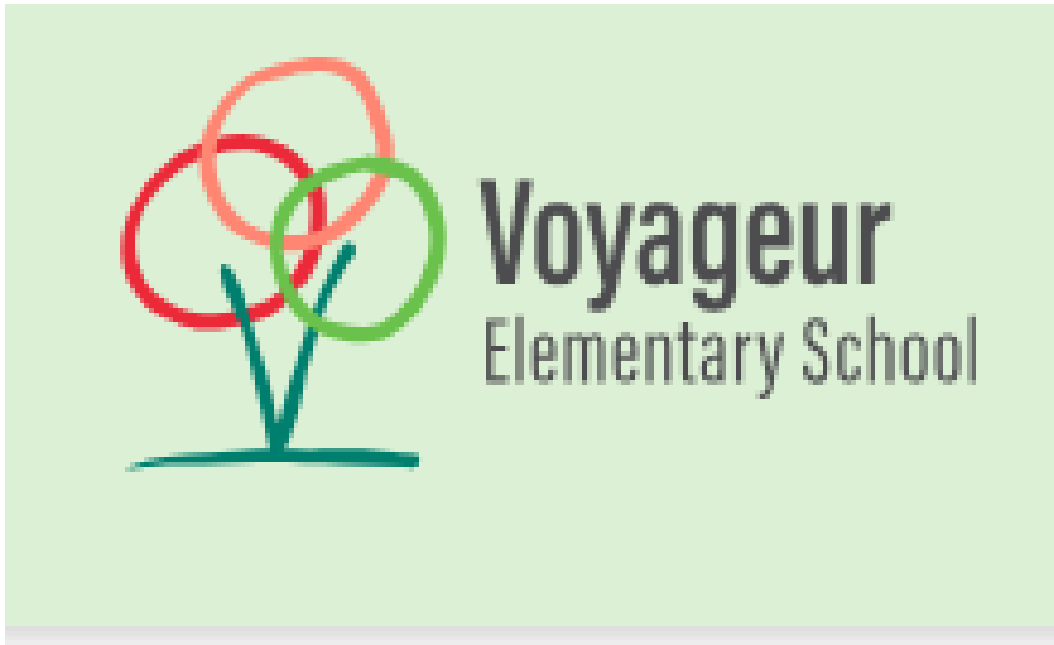


# Voyageur Elementary School Handbook



**Voyageur Elementary School**

**1337 Lark Avenue**

**Quesnel BC V2J 4K5**

**Phone: (250) 992-2613**

**Fax: (250) 992-2623**

**[voyageur.sd28.bc.ca](http://voyageur.sd28.bc.ca)**

## School Growth Plans & Curriculum

High standards for student achievements are accomplished by a balanced curriculum with a strong academic focus. Basic skills in language arts and math are emphasized as essential tools in decision making, problem solving, critical thinking, and creativity. Evaluation of student growth will be continually shared with both students and parents through our school assemblies, newsletters and PAC meetings. We encourage parents to become familiar with the School Growth Plan for Voyageur Elementary either through the school web page, PAC, or by asking a staff member. B.C. 's curriculum is changing to meet the needs of today's students who are growing up in a world where they have instant access to limitless information. Please feel free to find the information about these changes on the government website [www.curriculum.gov.bc.ca](http://www.curriculum.gov.bc.ca) or on our school website.

## Professional Development

There is a strong belief in the continuing development of the staff in order to meet new challenges of education which ultimately lead this school toward improved instruction. A staff that grows professionally benefits the community it serves. Please note that at certain times of the month or year certain staff may not be available at school, either during the day or after school, if they are attending a professional development, training opportunities or workshops. Consult the annual school calendar for additional information of professional development and staff development days, when students are not in attendance at the school.

## Recess

Students should be appropriately dressed for the weather conditions of the day. Should weather conditions dictate otherwise, an announcement will be made from the office indicating that the students may remain in their classrooms during recess and play activities/games. Recess is from 10:15-10:30 AM.

## Nutritious food at school

All students require a good breakfast each morning and nourishing food during the day for optimal learning at school. We request that students bring a well-balanced lunch, as well as healthy daily snacks for recess to school.

We have students and staff at our school with **!** we are committed to a **nut aware** environment which is to ensure that the safety of our students by erring on the side of caution.

## Lunch Time 12-12:40

Our lunch time is a rotation system. 12-12:20 Intermediate students stay inside and eat their lunch, which the primary levels go outside to play. Then 12:20 the Primary students come inside to eat their lunch, and Intermediates go outside to play.

All children who eat lunch at school are expected to remain on school grounds. Children must be accompanied by a parent or authorized adult /guardian if they want to leave the school grounds. Some children who live near the school grounds may go home for lunch if this has been established in writing by the parent.

Our noon hour supervisors will monitor and assist the students during lunch time at school. It is expected that the students display appropriate behaviors and act respectfully, responsibly and safely at all times.

Lunch time clubs/activities or games may be offered for interested students. Review monthly newsletters for further information.

## Lateness

At Voyageur it is expected that students arrive at school to begin class at the times outlined in the daily bell schedule. In the event that your child will be arriving late (illness, doctor, dentist, etc.) please leave a message at the office, email, or report an absence on the school's website. Learning that is missed due to absenteeism cannot be replicated. There is no substitute for being here...besides we look forward to seeing your child every day!

It is essential that any child arriving at school after 8:30 AM check in at the office before going to class. If your child's name appears as absent on their teacher's class list, there will be a call home (unless the school or teacher we previously notified of absences). If your child is late and doesn't sign in, an unnecessary and possibly worrisome call may be received at home. Ensure that your child is aware of the sign in procedure.

## Visitors

All visitors are expected to report first to the office. All visitor must sign in so attendance of who is in the building is recorded.

## Telephone Messages

Our policy at Voyageur Elementary is that classes are not disturbed unless absolutely necessary. If you are requiring a message to be passed along to your student to contact the office. We will then pass that message along to their teacher, and then they will relay the message to the student when able.

## Communication with Teachers

We encourage you, as parents, to call, email, or message through the classroom DOJO, sharing information which is important for your child's well-being. While teachers are not usually available to answer the phone during class hours, they are pleased to return your phone call when they time allows. The school number 250-992-2613.

## Telephone Usage

We try to limit the use of school telephones. Student use of the telephone is restricted to essential use, such as phoning home due to illness, or unforeseen circumstances. During class time, if students are required to use the phone, the teacher will give your child access. We ask that students obtain staff permission before using the school phone.

## Cell Phones and Social Media – Policy

The use of personal devices in the school is restricted. Please see attached policy [2024-CellPhones.pdf](#) We ask that students keep their cell phones in their back packs or keep them at home.

We also ask that parents only post pictures of their student on Social Media. Some parents do not allow their child's pictures to appear on the internet, so we ask parents to video tape and photograph only their child in school events. Consent forms for media are sent at the beginning of the year.

## Student Accidents and Illness

First aid for minor cuts and scrapes will be carried out by a member of the staff. It is important for parents/ guardians to ensure that student demographic sheets are accurately filled out and provide the necessary information in case of an emergency.

If a student is unconscious telephone calls will be made in the following order:

1. Ambulance 911
2. Students Parent/Guardian or designated adult

If a student is conscious and requires medical attention, e.g. broken bones, cuts, etc., the calls will be made in the following order:

1. Students Parent/Guardian or designated adult
2. Transportation will be arranged by staff, parent or staff, parent or person designated by parents

## Student Illness

If a student becomes ill at school, a staff member will determine whether or not the parent should be contacted. Students will not be given permission to go home if the parent, or designated adult, has not been contacted by the classroom teacher or office personnel.

To prevent the spread of illness to other students and staff in the school, we offer the following guidelines for when consideration that a child should be kept home:

- Fever above 100 degrees F or 38 degrees C
- Generally unwell-headache, irritable, malaise, poor appetite
- Severe coughing
- Sore throat accompanied by fever
- Crusting or pus drainage from eyes
- Unexplained rashes or spots accompanied with fever and other symptoms
- Severe itching of head or body
- Ringworm

***It is also recommended that students remain at home, until they have seen a doctor if they have;***

- Chicken pox
- Fifth disease
- Impetigo
- Influenza
- Measles
- Mononucleosis
- Mumps
- Pink eye
- Scabies
- Hand/foot/mouth disease
- Streptococcal infections

## Lost and Found

Has your student misplaced their hoodie? Can't seem to find that the matching glove? Our schools lost and found can be located in front of our school gymnasium. These items are kept until the end of each reporting term, and then they are sent to be donated.

Small items and jewelry are kept by the secretary. If students can identify their items (rings, watches, etc.) they can have them back.

Labeling student clothing is a good way to ensure their safe return when they are misplaced. The school does not assume any responsibility for any personal items or valuable items which are brought to the school by student. We recommend keeping toys, family heirlooms, electronic equipment or other such objects at home.

## Bad Weather

Should the need arise; please check the school website, or visit the Transportation Facebook page regarding bus cancellations (usually posted by 6 AM). Please do not phone the school to confirm. Students are not penalized for being absent if the buses do not run due to poor weather. Students should be prepared to be outdoors in all weather (rain, hail, snow). Voyageur has a cold weather policy which states that when it is -15 Celsius we offer students the option of staying indoors. Provided we have the supervision we also provide the option for students to go outside if it is below -15 Celsius, but staff reserves the right to make the judgement if it is much colder.

## Kindergarten Registration

Kindergarten registration usually begins in February and is advertised on the website and Schools Newsletter. The registration package will be needed to be completed by filling out demographic information such as parent/guardian names, address, phone numbers, emergency contacts, and family doctors' name/clinic. We also ask you to bring in your child's Birth Certificate, Care Card, and two pieces of proof of address.

Your child's learning begins at home with his/her parents. Their school will build on that learning and together we can increase the opportunities offered to your child. We at Voyageur believe that you (the parents) are partners in the educational process and your participation is critical for your child's success. We hope to see you involved at Voyageur Elementary through your attendance at school functions, celebrations, parent-teacher interviews and attendance at monthly evening PAC or SPC meetings.

## Newsletters

The Voyageur Newsletter is posted on the website ([voyageur.sd28.bc.ca](http://voyageur.sd28.bc.ca)), and sent out electronically by mid-month. This newsletter is a good way to keep up on current events in the school, as well with the PAC updates.

## School Assemblies

Assemblies occur throughout the year. The purpose of these assemblies is to promote school unity, share information and allow children to make presentations. These assemblies are coordinated by staff and usually involve students.

## Parent Involvement

Involvement is key to your child's success. Here are some ways to get started:

- Read each night to your child
- Review alphabet or have your child write (cards, notes, lists, stories, etc.) on a daily basis
- Participate with your child in community programs which allow for expanded experiences
- Attend school meetings and conferences
- Maintain regular contact with your child's teacher
- Become familiar with your child's programs and activities
- Become familiar with the Ministry learning goals for your child's grade (located at <http://www.gov.bc.ca/bced/> )
- Talk about school with your child and share in his/her enjoyment and interests
- Show your enthusiasm for learning
- Limit screen time, and encourage physical activity, reading or board games

## Volunteers At School

We welcome parents who want to help out at Voyageur. Parents can help out in many ways thorough their volunteer efforts:

- Go on field trips and help supervise
- Help with hot lunch days
- Volunteer as a team coach
- Help in making school-based decisions through involvement on the PAC or SPC

All volunteers are asked to provide a successful Criminal Records Check before working in the school. This verification form must be done every five years. The driver's abstract and insurance forms are done yearly. Come and visit the school and offer your services: either to the school in general (e.g. the library) or talk to your child's teacher about volunteering in their classroom. Your time and commitment are valued!

## Parent Advisory Council

The Voyageur Elementary Parent Advisory Council is composed of a group of parents who volunteer their time to help at our school. The PAC is an active and integral part of the school, providing an avenue for parental input concerning the operation of the school, and looking at student achievement and learning. If you want to find out more information about joining PAC or information about meetings, refer to the PAC portion of our website.

Here is the executive for the 2025/2026 school year!

President: Melissa Kozlowski

Vice President: Tamara Nelson

Treasurer: Shannon Saxler

Secretary: Shannon Simpson

## Reporting to Parents

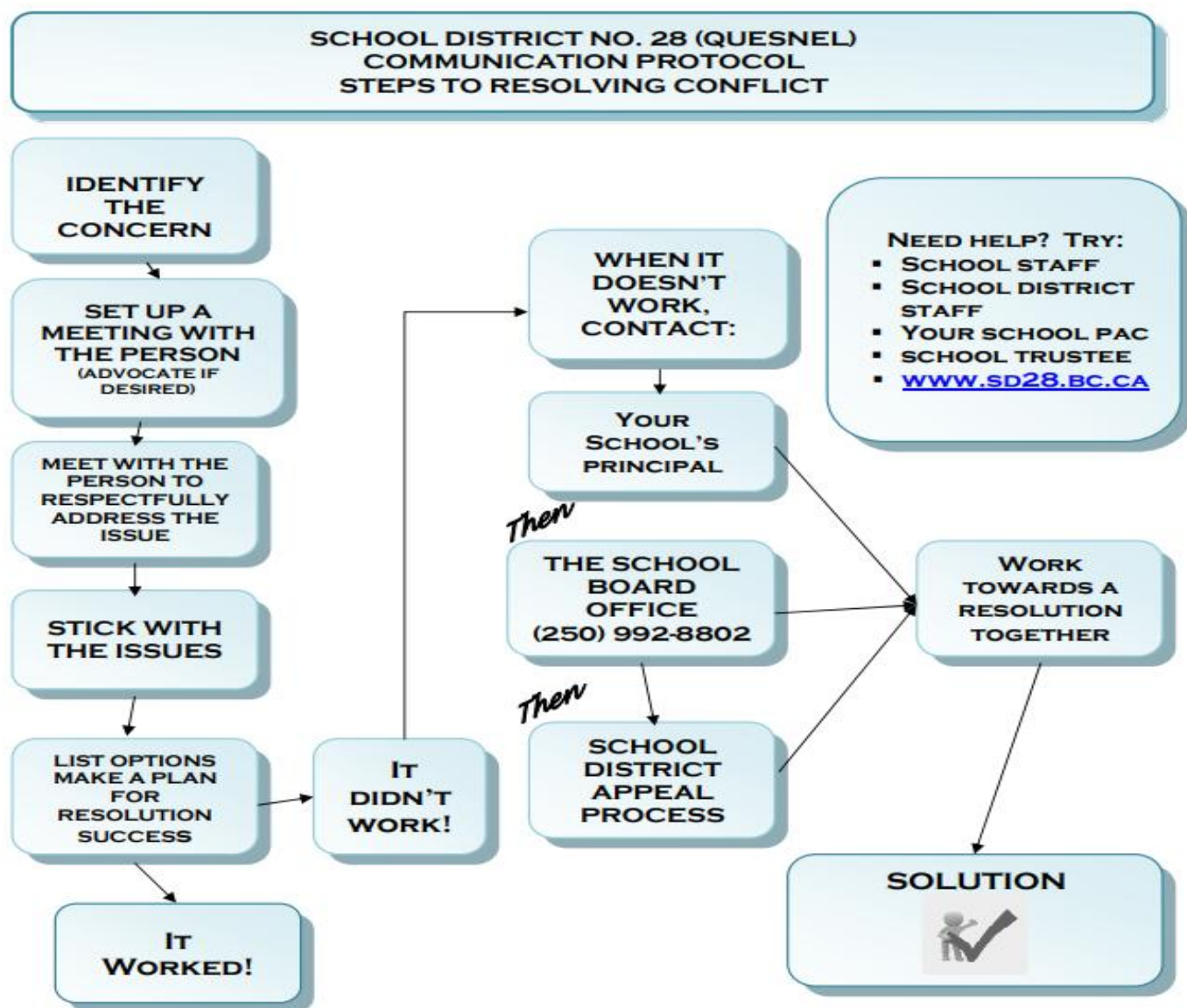
Learning Updates let parents know how their children are progressing both academically and socially. There are three formal written reports during the school year: 1) prior to the December break; 2) before the Spring Break in March; 3) end of June. Two informal reports are also conducted in early October and early May, either through parent-teacher conference, telephone calls or a one-page summary report. We encourage open and consistent communication between home and school. Please feel free at anytime to reach out to your students' teacher with concerns or updates.

## Voyageur Elementary Learners Code of Conduct

At Voyageur Elementary School, we recognize that each learner and situation is a unique and we will always strive to ensure that our school is a safe caring and orderly environment in which to learn and work in, as learners age and mature, the expectations for acceptable behavior will increase accordingly. The code of conduct at Voyageur is based on the following balance of rights and responsibilities.

Rights	Responsibilities
Learners have the right to learn.	<p>Learners have the responsibility to actively participate and to be responsible learners</p> <ul style="list-style-type: none"> <li>• Coming prepared for class and being ready to learn</li> <li>• Putting forth a strong effort and participating actively</li> <li>• Staying focused and not distracting others</li> <li>• Completing assignments in a timely manner</li> <li>• Leaving communication devices at home or in back packs</li> </ul>
Learners have the right to be respected	<p>Learners have the responsibility to respect others (not to bully, tease, pick on or harass others)</p> <ul style="list-style-type: none"> <li>• Using respectful language at all times</li> <li>• Being polite and listening to others</li> <li>• Being welcoming, kind and inclusive of others</li> <li>• Being accepting and respectful of differences</li> <li>• Being honest and trustworthy</li> <li>• Being a helpful; bystander, not hurtful bystander</li> </ul>
Learners have the right to be safe	<p>Learners have the responsibility to behave in a safe manor and protect the safety of others</p> <ul style="list-style-type: none"> <li>• Leaving all scented products at home</li> <li>• Remaining on school campus at all time though out the day, unless being picked up by family</li> <li>• Walking calmly; no running in the hallways</li> <li>• Staying in designated areas</li> <li>• Playing safely</li> <li>• Reporting dangerous situations to staff, including possession of banned items</li> <li>• Not leaving the class without permission</li> </ul>
Learners have the right to privacy and security of personal space	<p>Learners have the responsibility to respect the property and privacy of others</p> <ul style="list-style-type: none"> <li>• Not touching other people's property without permission</li> <li>• Respecting personal boundaries</li> <li>• No taking or sharing digital images without permission</li> </ul>
Learners have the right to use learning equipment and property	<p>Learners have the responsibility to use the equipment and property according to all applicable rules, and with care and respect. Examples include:</p> <ul style="list-style-type: none"> <li>• Cleaning up properly including garbage and recycling</li> <li>• Asking before borrowing items</li> <li>• Returning materials promptly and neatly</li> <li>• Showing respect for spaces, furniture and equipment</li> </ul>

## Communication Protocol Steps to Resolving Conflict



**VANDALISM ALERT!** If you suspect/observe vandalism occurring on school grounds or in a school, please call the school.  
After hours – phone the local RCMP detachment @ 250 992-9211 [Quesnel] or 250 994-3314 [Wells].

401 North Star Rd  
Quesnel, BC V2J 5K2  
Phone: 250 992-8802  
Fax: 250 992-7652  
Website: [www.sd28.bc.ca](http://www.sd28.bc.ca)



Amended: May 1, 2006, January 2012, January 2017  
Reviewed: April 2021





## Notice to our Students and Parents/Guardians/Caregivers

### Quesnel School District Threat Assessment Protocol

The Quesnel School District and our community partners are committed to having safe, caring and inclusive schools. In the event that a student makes a threat of violence or harm to other students, staff or the school community, the school will initiate the Quesnel School District threat assessment protocol.

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#### *Violence, Threat and Risk Assessment Protocol*

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#### **In the event of a serious threat to the wellbeing of students or staff, A Violence, Threat and Risk Assessment Protocol will be initiated.**

A threat is an expression of intent to do harm or act out violently against someone or something. They may be verbal, written, drawn, posted on the internet or made by gesture. Threats must be taken seriously, investigated and responded to.

#### **What is the purpose of a threat assessment?**

- to ensure the safety of all students, staff, parents and others
- to ensure a full understanding of the context of the threat
- to understand factors contributing to the threat makers' behaviour
- to be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker
- to promote the emotional and physical safety of all

#### **What behaviours initiate a VTRA?**

A VTRA will be initiated when behaviours include, but are not limited to, serious violence with intent to harm or kill, verbal/written threats to harm/kill others, Internet website/social media threats to harm/kill others, possession of weapons (including replicas), bomb threats, and fire setting.

#### **Duty to report**

Staff, parents, students and community members have a duty to report all threat-related behaviours to keep our school community safe.

#### **VTRA Team**

Our school has a multi-disciplinary threat assessment team. The team includes principal, vice-principal, district staff, school counsellors and police.

#### **What happens in a student threat assessment?**

After a report, the principal will activate the protocol for initial response. The team is activated and interviews may be held with the student(s), the threat maker, parents and staff to determine the level of risk and develop an appropriate response to the incident. Intervention plans will be developed and shared with parents, staff and students as required.

#### **Can someone refuse to participate in a threat assessment process?**

It is important for all parties to participate. If someone is reluctant to participate for some reason, the threat assessment process will continue in order to keep our school safe.