



Lac La Hache Elementary School
Family Handbook
2025-2026

Principal – Todd Routtu

Welcome to Lac La Hache Elementary School

This handbook provides parents with information regarding the goals, procedures, guidelines, rules, safety communications, programs and services found at Lac La Hache Elementary.

Parents/Caregivers are encouraged to review these pages thoroughly and to discuss the content with their children. If you have any questions, please do not hesitate to call the school (250-396-7230) or come in for clarification. Communication is essential between parents/caregivers and the school.

Lac La Hache maintains a website, which can be viewed by entering through the [Cariboo-Chilcotin School District](#) site or by following this direct [link](#). Throughout the year, all important information is communicated through the school website and monthly newsletters (eg. calendar updates, school and PAC news). To ensure you do not miss any important information, please provide the school office with your current email address.

Bell Schedule

Class Begins:	8:00 a.m.
Recess:	9:45-10:00 a.m.
Lunch:	11:15-12:00 p.m.
Dismissal	1:54 p.m.

Staff

Principal/Teacher – Mr Todd Routtu

Secretary – Ms. Marnie Amiss

LST/Teacher – Cyndie Anderson

Educational Assistant – Ms. Kristina Coulson

Educational Assistant – Ms. Brandi Fullerton

Strong Start Teacher – Ms. Jennifer Jones

Custodian – Ms Wilma Strang

SUPERVISION AND SCHOOL SAFETY

Supervision Times

Supervised areas on school grounds are the playground, the basketball court, and the field. In the morning, students are only to play on the playground around the bus loop and the basketball court. **Students are not permitted in the parking lot or the front of the school.**

The principal or designate has morning supervision beginning with the first bus at 7:40. During recess, staff will supervise the field, playground, and basketball court. At lunch, a noon hour supervisor and administrator or designate will supervise students during the play times and then for the eating period (11:45-12:00). Staff will provide after school supervision at the bus loop and surrounding playground area until 2:10.

Leaving the School Grounds

Students are not permitted 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 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.

Please ensure your child gives this information to their classroom teacher in advance so they can be prepared for pick-up. When arriving to pick up your child during the school day, report to the office. Your child will either be waiting there or the office staff will contact the teacher to have the child sent to the office. These procedures are in place to ensure student safety, maintain school security, and minimize disruptions to classroom learning.

Student Pick Up Procedures

During the first week of school, forms will be sent out to establish legal guardians for each student at Lac La Hache Elementary. Only legal guardians will be allowed to pick up students from the school. **No student will be released without consent. Please check in with the office prior to picking up a student during regular school hours.**

Visitor and Parent/Caregiver Sign In

ALL visitors and parents/caregivers entering the school **MUST** check in at the office, sign in, and receive a visitor badge. Please note that we do this to ensure the safety and security of all students, staff, and property of Lac La Hache Elementary School.

Attendance

Right from kindergarten, regular attendance is essential for both the academic and social growth of our students. We have high expectations for our students here at Lac La Hache, and regular attendance is part of that. We want the best for our students and know that being at school every day has a huge impact on future success. Current research shows that students who miss just 10% of the school year (that equates to about 18 days in the school year) are at risk for not only falling behind in the current academic year but also withdrawing from social connections at school. We are working hard at Lac La Hache to support students and families with regular attendance. We also know that getting our kids to school can be difficult some mornings so please let our staff know how we can support you.

Students who arrive late **MUST SIGN IN** at the office before going to their classroom. Students who need to leave during school hours **MUST SIGN OUT** at the office and sign back in if they return later the same day.

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/caregivers 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) 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 school district approved medical 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 students (and some staff and parents) who are allergic to some foods and other things. We request that parents/caregivers 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.

Food and Drinks

Students are to eat at designated times and places. Teachers will establish classroom rules for food and drink during instructional time. Please send your child to school with a balanced lunch by limiting sugary items and treats. **Students are not permitted to drink pop, energy drinks, slushies, or caffeinated beverages.** These will be confiscated at the school. The teacher will communicate with parents/caregivers their eating/snack/lunch protocols and ask that parents/caregivers go over the rules with their child to help ensure student safety (ie. no sharing of food during snack or lunch time). Students are reminded to clean up after themselves, to recycle items where possible and to use the garbage cans for other disposable items. Students are not to be chewing gum or sunflower seeds at school.

Weather Policy

Students are expected to dress in appropriate clothing for the weather conditions as staff and students are encouraged to take learning outside. Further, students will be required to play outside during breaks. Students are encouraged to wear layered clothing, coats, and proper footwear so that they can be outside comfortably. Specifically, children should wear warm winter jackets in the winter and water-resistant jackets on rainy days. The school recognizes that winter clothing items are expensive and will help families to provide proper winter apparel where possible. Students have access to and may borrow various items required for wet or cold weather including jackets, snowpants, toques, and gloves. Sending a ‘spare pair’ of clothing to school for your child will also assist on wet days. Students are not allowed in the school during regular break times, before school, recess and during the lunch play time (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 on the entry doors to the school. If the school buses are not 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.

Evacuation and Emergency Pickup Process

The safety and well being of students during the school day is the number one priority of the school. In rare circumstances, events such as weather issues, water outages, etc.,

may cause the school day to end early and parents/caregivers to be contacted to pick up their child(ren) and/or busses to run early. Emergency situations, including evacuation orders related to forest fires, may also result in the district contacting caregivers for early pickup and/or transporting students to another location to be released.

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

Bullying or Harassment

The schools and the district are working together to eliminate bullying in schools.

Bullying is defined as a pattern of repeated aggressive behaviour, with negative intent, directed from one person to another where there is a power imbalance. Bullying behaviour is a type of harassment and intimidation. This aggressive behaviour includes physical or verbal behaviour, and is an intentional and purposeful act meant to inflict injury or discomfort on the other person.

There are three critical conditions that distinguish bullying from other forms of aggressive behaviour including:

- Power: involves a power imbalance. Individuals who bully acquire their power through physical size and strength, including status within the peer group, and/or by recruiting support of the peer group.
- Frequency: is repeated over time. Bullying is characterized by frequent and repeated attacks. It is this factor that brings about the anticipatory terror in the mind of the person being bullied that can be so detrimental and can have the most debilitating long-term effects.
- Intent to harm: is intended to hurt. Individuals who bully generally do so with the intent to either physically or emotionally harm the other person.

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

- be acknowledged, investigated and dealt with
- result in a progressive plan of remediation

Harassment is an unwelcomed 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 students feeling unsafe or unwelcome in their class 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. Under all circumstances, unwelcomed harassing behavior is inappropriate. It may also be illegal.

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 broken. **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 increase online safety. Our general expectations is to **please leave all electronics and valuables at home**. The school will not be responsible for any missing items.

Personal 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 regarding 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. Please check this area regularly for missing belongings. Smaller items (watches, rings, reading glasses, etc.) are kept in the

office 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 or requesting a meeting time in person or via email communication.

Learning Updates

Learning updates are sent out at the end of each term (before winter break, before spring break, and at the end of the school year). They can be viewed online and printed using the MyEducation Parent Portal.

We continue to use the same reporting scale when reporting on student progress:



Steps to Resolve Concerns

We aim to work with parents and caregivers to provide clear and consistent communication throughout the year. If concerns pop up throughout the year, we ask that parents and caregivers connect directly with those involved first. Please refer to the district [steps to resolve concerns](#) for more information.

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 textbooks, 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 them. 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 AND CAREGIVERS AS PARTNERS AT LAC LA HACHE ELEMENTARY

Volunteers in School

Parents and caregivers who volunteer regularly to work on a one-to-one bases 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 a Volunteer Application form. Teachers, PAC or the principal will often make specific requests for volunteer help in the regular school newsletters. Volunteers are required to sign in at the office and wear a visitor's name tag.

Parent Advisory Council – PAC

Lac La Hache Elementary has an active and committed PAC group. This group is open to any parent/caregiver of a student attending the school. Parents and caregivers are strongly encouraged to become involved in our school through our PAC. The PAC invites involvement by providing many and varied opportunities. Being an interested, participating parent/caregiver 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 hot lunch program throughout the year – watch the newsletter for more information on how parents can be involved as helpers this year.

If you have any questions/concerns, please make an appointment at the office or contact the principal by email.