



**Robertson Elementary School**  
46106 Southlands Crescent  
Chilliwack, B.C. V2P 1B1  
Phone: 604-795-5312  
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<http://robertson.sd33.bc.ca>

### BELL SCHEDULE

8:05 – 8:24 a.m. ....	Morning Supervision
8:20 a.m. ....	Warning bell
8:24 a.m. ....	Classes Begin
10:00 – 10:15 a.m. ....	Recess
12:15 – 12:35 p.m. ....	Playtime
12:35 – 12:55 p.m. ....	Eating Time
12:55 p.m. ....	Classes Resume
2:17 p.m. ....	Dismissal
2:17 – 2:32 p.m. ....	Afternoon Supervision

**Please Note:** For the safety of our students, we ask that parents and students make note of the following times.

**Morning Arrival:** Students should not arrive at school prior to morning supervision at 8:05 a.m.

**Dismissal:** Students are asked to go home by 2:30pm following supervision. They are welcome to return to the school, once they have checked in with parents and received permission from their parents to return to the school (with the understanding that there is no longer school supervision provided).



## 2024/2025 Robertson School Calendar

Days in Session	187
Number of Instructional Days	177
Number of Non-Instructional Days	10
Schools Open	September 3
NON-INSTRUCTIONAL DAY #1 (Pro-D Day)	September 27
Truth and Reconciliation Day – Statutory Holiday	September 30
Thanksgiving Day - Statutory Holiday	October 14
Early Dismissal Day #1	October 18
NON-INSTRUCTIONAL DAY #2 (Pro-D Day)	October 25 (Provincial)
NON-INSTRUCTIONAL DAY #3 (Pro-D Day)	November 1
NON-INSTRUCTIONAL DAY #4 (Pro-D Day )	November 8
Remembrance Day - Statutory Holiday	November 11
Last Day of School before Christmas Holidays	December 20
Christmas Holidays	December 23 to January 3
Schools Reopen after Christmas Holidays	January 6
NON-INSTRUCTIONAL DAY #5 (Pro-D Day)	January 24
NON-INSTRUCTIONAL DAY #6 (Pro-D Day)	February 14
Family Day - Statutory Holiday	February 17
Early Dismissal Day #2	February 28
Last Day of School before Spring Vacation	March 14
Spring Vacation Period	March 17 – March 28
Schools Reopen after Spring Vacation	March 31
Good Friday - Statutory Holiday	April 18
Easter Monday - Holiday	April 21
NON-INSTRUCTIONAL DAY #7 (Pro-D Day)	April 25
NON-INSTRUCTIONAL DAY #8 (Pro-D Day)	May 16
Victoria Day - Statutory Holiday	May 19
NON-INSTRUCTIONAL DAY #9 (Pro-D Day)	May 30
Last Day for Students / Early Dismissal #3	June 26
Administrative Day	June 27

***Our Mission Statement***

*The mission of Robertson Elementary School is to teach children to be competent, caring people, who are well prepared for the future.*

**The Robertson Raptors Motto**

We **SOAR** to success with....

***Self-Regulation, Open-Hearted, Attitude and Respect***

**Robertson Elementary 3 R's**

***Respect Yourself, Respect Others, Respect This Place***

*At Robertson Elementary School we are working collaboratively to create an inclusive learning community, to learn and achieve essential curriculum outcomes, to develop students' unique talents and abilities and to practice leadership and service in their school, community and world.*

***Our Vision Statement***

*We want our school to be a safe, positive and respectful place where a passion for learning is shared by all.*



# Robertson Elementary Code of Conduct

## *Purpose*

As a learning community at Robertson Elementary, we provide a nurturing environment for students to achieve high standards and to become respectful, responsible, cooperative members of society. Our Code of Conduct takes into account the rights, freedoms and responsibilities of both individuals and the school community and clarifies behavior expectations that are acceptable and unacceptable.

The Code of Conduct is established to maintain a safe, caring and orderly environment for purposeful learning for all students. Students are responsible for respecting the rights and dignity of others in a learning environment free from discrimination as set out in the B.C. Human Rights' Code.

## *Conduct Expectations*

Our Code of Conduct is designed to teach children to make choices with a focus on:

- **Self -regulation** and contributing to a safe, caring and **Open Hearted** school community;
- Demonstrating positive **Attitudes** towards learning, self and others and putting forth their best efforts to engage in purposeful learning;
- **Respecting** self, others and the environment;

It is understood that as students become older and more mature, expectations of increasing responsibility and self-discipline will be evident. This may lead to increasing consequences for inappropriate behaviour.

## *Expectations of Conduct*

Expectations apply to behavior at school, during school organized or sponsored activities, and behavior beyond these times (including on-line bullying that negatively impacts the safe, orderly environment of the school and/or student learning).

## *Acceptable Conduct*

While going to and from the school and while attending any school function students are expected to:

- Respect self and the rights of others;
- Respect the property of others and the school;
- Attend school regularly and punctually;
- Inform an adult of any unsafe behavior;
- Work diligently and to the best of their ability; and
- Abide by school rules and expectations

## *Unacceptable Conduct*

Behaviors and acts that interfere with the learning of others, with an orderly environment or create unsafe conditions are considered unacceptable.

All behaviors are not listed in the Code, but those cited are examples.

Examples of unacceptable conduct:

- \* Vandalism
- \* Weapons
- \* Illegal substances
- \* Lying/cheating
- \* Intimidation
- \* Bullying (verbal/physical/online or cyber bullying)
- \* Theft
- \* Insolence/defiance
- \* Harassment/racism
- \* Violence
- \* Threatening behaviour

Discrimination of the following will not be tolerated:

- \* Race
- \* Colour
- \* Ancestry
- \* Age
- \* Place of origin
- \* Gender identity/expression
- \* Religion
- \* Marital status
- \* Family status
- \* Physical/Mental disability
- \* Sex
- \* Sexual orientation

## *Consequences*

When a student chooses actions detrimental to him/herself or the school community, they will face a series of consequences. The severity of the incident, the frequency, the age and maturity of the students are all taken into consideration when unacceptable conduct occurs.

Responses to unacceptable behaviors are consistent and fair. Considerations may apply to students with a disability of an intellectual, physical, sensory, emotional or behavioral nature when determining appropriate disciplinary action.

Disciplinary action, whenever possible, is preventative and restorative, rather than merely punitive. As often as possible, students are encouraged to participate in the development of meaningful consequences using:

- Problem solving assignments
- Restorative circles
- Contracts/school or public service
- Counseling
- Suspension (in school/out of school)

## *Notification and Communication*

At Robertson Elementary, we share a responsibility to protect every teacher's right to teach and every student's right to learn. The classroom teacher handles most issues arising from classroom behaviour. Issues are referred to the Principal if they are major offences or chronic behaviour problems.

In the event that there is a concern for the safety of students or staff, school personnel have a responsibility to inform other parties of a serious breach of conduct. (Eg. Parents, school district officials, police and/or other agencies)

## FAIR NOTICE

To ensure safe schools for students and staff, the Chilliwack School District has outlined procedures for responding to all student behaviours that are potentially threatening.

The Chilliwack School District and community partners are committed to making our schools safe for students and staff. As a result, schools will respond to all student behaviours that pose a potential risk to themselves, other students, staff and members of the community.

### **Student threat assessment protocol: Fair Notice**

#### **What behaviours initiate a student threat assessment?**

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

#### **Duty to Report**

To keep school communities safe and caring, staff, parents, students and community members must report all threat-related behaviours.

#### **What is a threat?**

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

#### **What is a Threat Assessment Team?**

Each school has a Threat Assessment Team which is multi-disciplinary. The team may include Principal, Vice Principal, District Resource Teacher, School Counsellor and Police.

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

The purposes of a student threat assessment are:

- To ensure the safety of 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 happens in a student threat assessment?**

All threat making behaviour by a student shall be reported to the Principal who will activate the protocol for the initial response. Once the threat has been activated, 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 are required.

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

It is important for all parties to engage in the process. However if for some reason there is a reluctance to participate in the process by the threat maker or parent/guardian, the threat assessment process will continue in order to promote a safe and caring learning environment.



# Robertson Elementary Code of Conduct Matrix – S.O.A.R.

S.O.A.R.	LEARNING SPACES <small>(Library, Gym, Multipurpose Room, Online, In/Outdoor Classroom Areas)</small>	PLAYGROUND	AWAY FROM SCHOOL
<p><b>Self-Regulation</b></p> <p><i>“I will take ownership of my goals, learning and behavior.”</i></p>	<p>I will:</p> <ul style="list-style-type: none"> <li>• follow directions of adults</li> <li>• be a powerful listener</li> <li>• use class time wisely</li> <li>• work to the best of my ability</li> <li>• persevere with challenging tasks</li> <li>• sit peacefully</li> <li>• enter the learning space quietly</li> <li>• use technology responsibly</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>• use my <b>W.I.T.S.</b> to help solve problems               <ul style="list-style-type: none"> <li>○ Walk Away</li> <li>○ Ignore</li> <li>○ Talk It Out</li> <li>○ Seek Help</li> </ul> </li> <li>• take turns</li> <li>• keep my hands and feet to myself</li> <li>• walk my “wheels” on school ground</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>• remember my actions and choices reflect on my school community</li> <li>• make healthy, safe choices</li> <li>• show appropriate sportsmanship and teamwork</li> <li>• use technology responsibly</li> </ul>
<p><b>Open-Hearted</b></p> <p><i>“I will show understanding, acceptance, tolerance, kindness and generosity towards others”</i></p>	<p>I will:</p> <ul style="list-style-type: none"> <li>• treat others the way I want to be treated</li> <li>• be a kind friend</li> <li>• advocate for others</li> <li>• build positive relationships</li> <li>• welcome guests</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>• include others</li> <li>• play cooperatively with others</li> <li>• be aware of when others need support and provide it</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>• recognize that I am part of a larger community</li> <li>• show pride in my school</li> </ul>
<p><b>Attitude</b></p> <p><i>“Never give up! Encourage others! Do your best!”</i></p>	<p>I will:</p> <ul style="list-style-type: none"> <li>• develop a growth mindset</li> <li>• learn from my mistakes and realize mistakes lead to further growth</li> <li>• learn from others’ and build upon their ideas</li> <li>• strive to be my best in all settings</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>• use strategies that help me manage my feelings and emotions</li> <li>• play fairly</li> <li>• accept help from Peer Leaders</li> <li>• be a Positive Leader</li> <li>• set a positive example</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>• be polite and use my manners</li> <li>• be an outstanding representative of my school community</li> </ul>
<p><b>Respect</b></p> <p><i>“Be a <u>Bucket Filler</u> ~ Not a Bucket Dipper”</i></p>	<p>I will:</p> <ul style="list-style-type: none"> <li>• wear my Robertson shirt and indoor shoes</li> <li>• respect myself, others and this place</li> <li>• use manners and appropriate language</li> <li>• respect adults and guests</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>• use appropriate language</li> <li>• put my garbage away</li> <li>• respect others</li> <li>• remember the <u>Golden Rule</u> and treat others how I want to be treated</li> </ul>	<p>I will:</p> <ul style="list-style-type: none"> <li>• follow all expectations</li> <li>• show appreciation</li> <li>• honour and respect the property of others</li> <li>• show respect to presenters</li> <li>• be a respectful digital citizen</li> </ul>



## **Visitor Information**

- To ensure the safety of our students we REQUIRE all volunteers to check in at the office first. All volunteers need to sign in at the office.
- If you have items (lunch, library books, etc.) that need to be delivered to classrooms please leave those items at the office and we will deliver them to classrooms.

## **Shoes**

- Indoor Shoes: Runners with non-marking soles that are appropriate for running and active play
- Outdoor Shoes: Must be suitable for outside and playground activities

## **Walk Your Wheels**

We encourage students to walk, bike or “scoot” to school. We have plenty of spots for bicycles to be locked up and urge students to have a solid lock for their bikes. Additionally, we have scooter storage racks inside the school. Students biking, skateboarding, scootering, or rollerblading to school are expected to wear a helmet. For the safety of all, students MUST “walk their wheels” once they have entered the school property.

## **Parking Lot**

As we are considered a walking school, space is very limited in our parking lot. We continue to have a large number of students who are driven to school, which therefore creates congestion in the parking lot. Congestion creates unsafe conditions for our students. Although there has been improvements with our parking lot, we continue to ask for the support of all parents/guardians, in order to maintain safety. Please be mindful of the following:

- Traffic flow around Southlands Crescent is one-way during school hours
- BC is an idle-free zone
- No parking in either lane in front of the school; these are for quick drop-offs and pick-ups only
- Slow down to 10 km/hr
- Use the designated crosswalk, rather than darting between parked vehicles
- Adhere to the posted signs identifying “entrance only” and “exit only”
- In order to avoid congestion and unsafe conditions in our parking lot, vehicles need to park in stalls or on the street in front of the school

## **Absences from School**

If your child is going to be absent from school, please use the SchoolMessenger App that you can download on your phone, Use the SafeArrival website at <https://www.sd33.bc.ca/safe-arrival> , or call the toll free number at 1-833-698-6567. These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

It saves us a great deal of time and ensures the safety of your child if you communicate their status to us. If a parent/guardian notify the school of a child's absence, the school will attempt to call your home to check on the absence. If your child does arrive after the bell in the morning or after lunch, they MUST report to the office.

When students arrive late, they need to check in at the office as part of our safe arrival program. We ask that parents/guardians do not walk them to the classroom. We are encouraging students, walking to the classrooms independently and prefer for them to be here on time and line up with their class at the beginning of the day.

## **Administrative Procedure for Student Attendance**

Elementary/Middle- If an elementary/middle school student is absent with an unexcused absence at any time in the school day, the student's parents/guardians will be notified immediately. First through the online School Messenger System and a follow-up phone call if there is no parent response. If an elementary/middle student has five (5) or more unexcused absences in a single month, the teacher will have a documented Attendance Conversation with the parent/guardian and student.

## **Telephone**

The school telephone is provided for school business and emergencies. Arrangements to go to a friend's house should be made with parents/guardians before students come to school that morning. All calls out of the school must be made on a school phone and not from personal cell phones.

## **Contact Information**

It is important that we always have your up-to-date information as well as your alternate contacts in case of emergency. Please ensure we have your latest information so we can connect with you when necessary. For health and safety reasons, it is imperative that we have contact details for an adult who can immediately pick up your child from school.

## **Pets on the Playground**

We often have family pets "walking" their family member to school. However, as safety is paramount, we ask that parents/guardians please be vigilant with their pet and have them under control at all times. Even the gentlest of creatures can become "antsy" when approached by a crowd of excited children and the animal's response cannot be guaranteed. If you are walking your child to school with your family pet, please be mindful of proximity to other children when on the school grounds. Although we are all drawn to furry friends, as a parent/guardian/pet owner you may not be aware of allergies, medical concerns of other children, or the animal's response in that particular instance – so please do not encourage groups of children to pet your dog. Please ensure to pick-up after your dog. Thank you.

## **Parent/Guardian Advisory Council (PAC)**

Our school has an active Parent/Guardian Advisory Council, which helps enrich your child's education and helps you become involved in the school. The PAC organizes fundraisers for the school, discusses school board policies, student safety, and any other concerns you may have regarding your child's school. All parents/guardians are welcome and encouraged to attend these meetings. PAC meetings information will be on the PAC facebook page, school website and the PAC bulletin board in the school lobby.



## **ADMINISTRATIVE PROCEDURE 318: STUDENT CELL PHONE AND DIGITAL DEVICE USE**

The Chilliwack School District (the “District”) is dedicated to fostering a positive and productive learning environment, prioritizing academic achievement and appropriate socialization. The use of cell phones and personal digital devices is a privilege that comes with the responsibility of maintaining this environment. Our classroom and school-wide expectations are designed, in alignment with Ministerial Order 276/07, to uphold this commitment with the recognition that the student use guidelines align with students’ developmental stage and age:

### **All Students:**

- To contact a student during instructional time, call the school office’s number.
- Students who have accessibility or accommodation needs, where a personal digital device is needed to ensure equity of learning, will have access.
- Students with medical or health-related reasons who require a personal digital device will also have access.
- For privacy considerations, unauthorized taking of pictures, videos, or recordings at school or during school activities (including riding the school bus) is strictly prohibited as per Administrative Procedure 481: Audio / Video Recordings, Photography and Live Streaming.
- Headphones or earbuds must not be worn or visible during instructional time, including assemblies, unless the teacher has allowed them.

### **Elementary/Middle Students:**

- During break and lunch periods, students are encouraged to be active and socialize with friends. Students are not permitted to use their cell phones and other devices during this time.
- Students are to store their devices in a designated area identified by staff.
- Your child’s teacher may permit cell phones or personal digital devices in class for educational reasons.

### **Secondary Students:**

- During break and lunch periods, students are encouraged to be active and socialize with friends. They are also encouraged to put their cell phones and other devices away.
- During instructional times, students will silence their devices and store them in their bag, locker or a designated space provided by staff.
- Your child’s teachers will decide if students can use their cell phones or digital devices during class time for educational purposes.

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure

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Unauthorized use of electronic devices is not tolerated. If a student is found using a device without permission, it will be confiscated and returned at the end of the class or day as determined by school staff.

For repeated offences, the device(s) will be given to the office who may return the device(s) to the student and/or contact the parents if the issue persists. Students may then be asked to turn their cell phone in the office each morning and pick it up at the end of the day or to leave it at home.