

Roberts Annex Handbook and Calendar 2022 — 2023

Sharing and caring is our way,
Helping each other every day,
Respecting person and property come what may,
Because at Roberts Annex,
We only tolerate fair play.

School Motto, 1998

Principal: Cathy Thomas

Vice-Principal: Doug Park

Office Administrative Assistant: Andrea Mullin

Office Hours: 8:30am – 3:30pm

Due to the current global pandemic, dates, events and schedules in this calendar are all subject to change.

For the most up to information, please check the school website at

<https://www.vsb.bc.ca/schools/roberts-annex/Pages/default.aspx>

Supervision Starts	8:40 am
Welcome Bell	8:55 am
Morning Classes Begin	9:00 am
Recess/Snack break	10:40 am
Classes resume	11:00 am
Lunch Break	12:15 pm
Afternoon Classes Begin	12:52 pm
Classes End	3:03 pm

School Mission Statement

Together with the home and community, Roberts Annex Elementary is committed to supporting engaged learners, caring communities and an inclusive school environment which values diversity and the individual potential of each student.

School Code of Conduct

Keeping Our School Safe, Healthy, Happy and a Productive Place to Learn At Roberts Annex We Take Care of Each Other.

Our Code of Conduct uses the structure of an Indigenous medicine wheel. It is framed in a Circle of Courage as inspired by the work of Martin Brokenleg and others. This structure highlights the four domains, traits and qualities that support a child's balanced social and emotional development, examples of which are listed below.



Mastery (sense of developing competence)

- Be ready to learn by staying healthy – eating well, getting exercise and plenty of rest
 - Be and learn from a role model
 - Use a Growth Mindset or Bubble Gum Brain

Independence (developing inner discipline)

- Set goals and make plans to achieve them
 - Take ownership of learning
- Problem-solve independently and with others

Belonging (feeling related/connected to all)

- Show respect for the environment and community
 - Be helpful and cooperative
 - Speak calmly and respectfully to everyone

Generosity (contribute positively to others)

- Celebrate your and other people's diversity
- Help people in the school/local community
 - Share with, invite and include everyone

Roberts Annex's full Code of Conduct is available under Guidance and Support on our school website.

Parents/Guardians are their children's first teacher and the strongest role models for positive and appropriate behaviour. The purpose of this code of behaviour is to establish and maintain a safe and caring environment with clear expectations and responsibilities.

School Story

Roberts Annex was opened in 1972. Located in the heart of Downtown Vancouver adjacent to Nelson Park, Roberts Annex has a population of about 140 students including English Language Learners (ELL), students with Ministry designations and students of Indigenous heritage. Roberts Annex families are from a variety of cultural backgrounds; valuing and celebrating their diversity is one of the main foci of the school community. As a school we acknowledge and celebrate the fact that we live, work and play on the unceded and traditional territories of the Coast Salish peoples - *the xʷməθkʷəy̓əm (Musqueam)*, *the skwxwú7mesh (Squamish)* and *the sel̓ílwitulh (Tsleil-Waututh)* nations.



Educational Program

Roberts Annex teaching staff provide instruction in the following curricular areas: English Language Arts, Mathematics, Social Studies, Science, Arts Education, Career Education, Applied Design, Skills and Technologies, and Physical & Health Education. In addition, Roberts Annex is a part of the Collaborative Early Intervention Initiative for Literacy. As well, students learn and self-assess on the Core Competencies which include: Communication, Creative Thinking, Critical Thinking, Positive Personal & Cultural Identity, Personal Awareness & Responsibility, and Social Responsibility.

The curriculum identifies “Big Ideas” and “Curricular Competencies” at each grade level. These outcomes serve as guidelines for what is to be taught to the majority of students. The Ministry of Education has also established Performance Standards for students in reading, writing, and numeracy. Parents who wish to, may obtain more information on all of the above (and much more) by visiting the Ministry of Education website - <https://curriculum.gov.bc.ca/>.

Reporting Student Progress

As part of the Vancouver School Board's Communicating Student Learning (CSL) reporting, teachers will issue two formal written reports during the school year, in January and June.

Teachers will also provide at least three other communications of student learning which may take the form of goal-setting or student-led conferences, or other informal communications.

Safe Arrival

Reporting Student Absences



Student safety is of paramount importance at the Vancouver School District. Ensuring student safety is a shared responsibility. In order to assist schools, we ask parents to notify schools of student absences. If your child will be absent from school, please phone the school to report this absence as early as possible. Parents should leave a message on a dedicated answering service by calling **604-713-5159 school code 71**. Messages will be received before the office is open. School offices are busy places: consistently notifying the school in advance of your child's absence will significantly improve the efficiency and effectiveness of the Safe Arrival Morning Routine.

To Report Your Child's Absence – Please Call 604-713-5159 school code 71 as soon as you know your child will be absent.

What to do if your child is sick?

In line with recommendations from the Provincial Health Officer, parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory diseases before sending them to school. Staff and students who are ill will not be permitted to attend school. If you think your child may be ill, call 811, use the online assessment tool (<https://bc.thrive.health/>) or consult with your family doctor for guidance. In addition, all members of the community should stay home if they are sick for the safety of others.

Children who become ill at school **must** be picked up by a parent or designate as soon as possible. Please keep your list of emergency contacts up to date with the office. If your child is sick the night before school, please keep him or her at home until the illness has passed, as per the Centre for Disease Control guidelines.

Student Sign In and Sign Out Procedures

If a student arrives in their classroom after their teacher has taken attendance, both in the morning or after lunch, the student **must** proceed to the office to check in and be marked present.

If you need to pick up your child during the school day, please write a note to your child's teacher so they can prepare the child for pick up. If you forget to write a note, please call ahead to the office.

Restrictions and limitations to support school cleaning, physical distancing and density thresholds may result in changes in public and/or community access to school buildings and grounds. Parents and guardians may be asked to remain in the foyer area while they wait for their child.

If you do not sign out your child, they will be unaccounted for, and the school will identify your child as a 'missing' student and will commence a search of school grounds. If the school staff do not locate the child, and are unable to reach a parent promptly, the school will call the Vancouver Police Department. Therefore, clear communication is essential for ensuring the safety of your child and to prevent unnecessary searches. Thank you for helping us keep your children safe.

Regular Attendance is Important

The Vancouver School Board believes regular school attendance supports student engagement and achievement. School principals, in setting procedures for student absences and excuses, will accept students' absences as excused if they are for necessary and important reasons. Extended absences for travel are not considered excused. Extended absences are disruptive to not only the absent student's educational programming but to other students and teachers as well. Teachers are not expected to provide extra work or give extra time for assignments missed due to vacation. Families should also be aware that unauthorized absences of prolonged duration could result in forfeiture of their child's space at school. Please report all extended student absences to the school office.

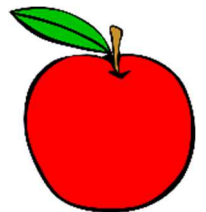
Communication

Please make sure the school has **all contact information up to date in case of emergency**. If you move or have new phone numbers, please inform the office.

Check the school website for current information about the school. The website calendar can be synced with your home calendar. Most communication is sent home via email.

Healthy Lifestyle

To promote healthy eating and healthy living, we participate in the BC School Fruit, Vegetable and Milk Nutritional Program as available. Our students are given the opportunity to sample and taste different types of seasonal BC grown vegetables and fruits.



Allergy Awareness

In accordance with the VSB's Administrative Procedures regarding anaphylaxis, Roberts Annex Elementary is an 'allergy aware' school. The school community is encouraged to be mindful of students, family members or staff members with potentially life-threatening allergies when sending food items to school.

Medical Alert



Parents/Guardians should ensure that the school is informed of any medical conditions which may require emergency response. This includes allergies, asthma, seizures, etc. This information is kept on file at the school and provided to all staff on a Medical Alert flyer.

When a child needs to take medication at school, District procedures must be followed. Parents/Guardians should contact the office if your child is required to take medication at school.

Visitors

All visitors must sign in at the office and wear a Visitors badge while on school grounds. Restrictions and limitations to support school cleaning, physical distancing and density thresholds may result in changes in public and/or community access to school buildings and grounds. Please contact the office for the most up to date information.

Parking, Drop-off and Pick-up



Roberts Annex's parking lot is for staff use only. Parking is available on the streets around the school. Students, staff and visitors are encouraged to consider Active Travel options such as walking, biking and rolling for getting to and from Roberts Annex. Walking, cycling and rolling benefits students, the community and the environment. Those who must drive to and from school are encouraged to consider parking several blocks away and walking the remaining distance.



Recess, Lunch and After School Play

Special Notice

As part of the Vancouver School Board's efforts to protect the health and safety of staff and students, information here may change to accommodate increased need for physical spacing and to reduce the density of students. Please continue to monitor school communications and the school website for the latest information regarding school start, end times, breaks as well as supervision periods. The following times are based on an approximated schedule.

Before School

Morning supervision at Roberts Annex begins at 8:40am. Students should not arrive at the school before 8:40am unless attending a practice, club or program with a supervising teacher or coach. When awaiting the start of class (typically 9am), students and families are expected to remain outside of the school building.

At Recess

As fresh air, exercise, and play are all key to healthy development, students will play outside with their friends for the 15-minute recess break. Vancouver's climate is a mixture of rain, sun and sometimes snow. It is expected that all students come dressed for the weather in clothes and outerwear that will protect them from the elements. **Students should keep a full set of extra clothing at school at all times.** Only in the event of extreme weather will students be permitted to stay indoors for recess and lunch breaks. Decisions about whether it is an "inside" or "outside" day will be made by the principal or designate. Students who are too ill to go outside should not be at school.



At Lunch



At Roberts Annex, students eat first, then play. Upon dismissal from eating, students will be sent outside to play on school grounds with their peers. We strongly recommend that students stay at school for lunch as this encourages the building of healthy relationships and problem-solving strategies through play. If you must take your child home for lunch, please ensure that an adult is signing them out and signing them back in at the office.

After School

Parents are to **arrive on time at the end of class (typically 3pm)** - to pick up their children or make alternate arrangements such as after school care. If someone else is picking up your child, please advise the teacher or the office.



Mobile Phones & Other Devices at School

Students are strongly encouraged NOT to bring mobile phones to school. Families who need to contact their child are asked to call the school office. Students can ask to use the office phone to contact their families in urgent situations. The office phone is **not** for arranging play dates.

Families who would like their child to have a phone with them for the commute to and from school are reminded that students are expected to turn their phones off and store them in their backpacks while at school. Students should not have their phones or other devices on their person during school hours, including recess and lunch



Students and families will be reminded regularly of this policy. Repeat contravention of this policy may lead to confiscation of a phone or device. Confiscated phones or devices will be kept at the school office and only returned to a parent or guardian.

Toys & Other Student Valuables at School

Students are strongly encouraged **not** to bring toys, cards, collectibles, technology, or other valuable items to school. School staff cannot be responsible for belongings that are lost, damaged, traded, etc. On occasion, students may be asked to bring items to school for use in classroom or school activities. These items should remain safely in students' backpacks when not in use for the requested activity.



WELCOME BACK!

September 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Labour Day	6 <i>School Opens</i> Gr. 1-3 9:00 – 10:00am	7 All Students Attend New Kindergarten First visits 30min sessions	8 Kindergarten Group A 9:15 – 10:15am Group B 1:15-2:15pm Conversations with families (11-12, 2-3)	9 Kindergarten Group B 9:00 – 10:30am Group A 1:15-2:45pm Conversations with families (11-12, 2-3)	10
11	12 Kindergarten All attend 9:00-11:00 *students bring a water bottle and snack K Conversations 11:30 – 3:00pm	13 Kindergarten All attend 9:00am – 1:00pm *please bring snack, water bottle and lunch K Conversations 1:00 – 3:00pm	14 ALL K's FIRST <u>FULL DAY*</u> * please bring lunch, water bottle and snacks	15	16	17
18	19	20	21 PAC Meeting 6:30pm - 7:30pm	22 Terry Fox Run	23 <i>Professional Development Day</i> (No school for students)	24
25	26	27	28	29 Orange Shirt Day	30 <i>National Day Of Truth and Reconciliation</i>	

October 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Individual Photo Day 9:00am 	4	5	6 School Supplies Fees \$35 due today	7	1/8
9	10 Thanksgiving  School Closed	11	12	13	14	15
16	17	18	19 PAC Meeting 6:30pm - 7:30pm	20 The Great BC Shake Out 10:20 am	21 Professional Development Day (No school for students)	22
23	24	25	26	27	28	29
30	31 Hallowe'en Parade 11:00am 					


November 2022

Remembrance Day Book Fair

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Kindergarten 2020 Registration Starts	2 CSL Conferences Early Dismissal 2pm	3 CSL Conferences Early Dismissal 2pm	4	5
		Book Fair				
6	7 Photo Retakes 1:00pm 	8	9	10 Remembrance Day Assembly 11:00 am 	11 Remembrance Day NO SCHOOL 	12 Diwali
13	14	15	16 PAC Meeting 6:30pm - 7:30pm	17	18	19
20	21	22	23	24	25 District Indigenous Focus Day (No school for students)	26
27	28	29	30			

Happy Holidays

December 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 PAC Meeting 6:30pm - 7:30pm	15	16 LAST DAY OF SCHOOL	17
18	19	20	21	22	23 Christmas Day 	24 Boxing Day
25	26	27	28	29	30	31

Winter Holidays

Winter Holidays

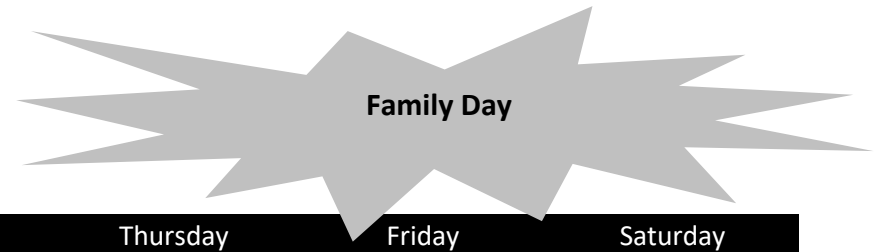


Happy New Year!

January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <i>Back to School</i>	3	4	5	6	7
8	9	10	11	12	13	14
15	16 <i>Professional Development Day</i> (No school for students)	17	18 PAC Meeting 6:30pm - 7:30pm	19	20	21
22	23	24	25 Communicating Student Learning Written Reports go home	26	27	28
29	30	31				




February 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 	15 PAC Meeting 6:30pm - 7:30pm	16	17 Professional Development Day (No school for students)	18
19	20 Family Day NO SCHOOL	21	22 Pink Shirt Day 	23	24	25
26	27	28				

March 2023

Spring Break

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Immunization Clinic	2	3	4
5	6	7	8 PAC Meeting 6:30pm - 7:30pm	9	10 LAST DAY OF SCHOOL	11 
12 	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 BACK TO SCHOOL 	28	29	30	31	

← SPRING →

← BREAK →

April 2023

Communicating Student Learning (CSL) Conversations

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 Good Friday	8
9 Easter Sunday 	10 Easter Monday	11	12	13	14	15
16	17	18	19 PAC Meeting 6:30pm - 7:30pm	20	21	22
23/30	24 Professional Development Day (No school for students)	25	26 Communicating Student Learning 2:00 Dismissal	27 Communicating Student Learning 2:00 Dismissal	28	29

May 2023

The BIG One @ 2
Spring Musical

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 <i>The BIG ONE @ 2pm Earthquake Drill</i>	5	6
7	8	9	10	11	12	13
14 Mother's Day	15	16	17 AGM PAC Meeting 6:30pm - 7:30pm	18 <i>Spring Musical</i> 	19	20
21	22 NO SCHOOL 	23	24	25	26	27
28	29	30	31			

June 2023

Sports Day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 <i>(Proposed)</i> SPORTS DAY (morning)	3
4	5	6	7	8	9	10
11	12	13	14 PAC Meeting 6:30pm - 7:30pm	15	16	17
18 Father's Day	19	20	21 National Indigenous Peoples Day	22	23	24
25	26 Communicating Student Learning Written Reports Go home	27	28	29 <i>LAST DAY OF SCHOOL</i>	30 Administrative Day <i>NO SCHOOL</i> 	

LORD ROBERTS ANNEX PARENT ADVISORY COUNCIL (PAC)



As a parent or guardian of a student registered at Lord Roberts Annex, **you are a member of the PAC.**

The purpose of the PAC is to **support, encourage, and improve the quality of education** and the **well-being of students** at Lord Roberts Annex.

The PAC **funds several initiatives at the school** including arts and science programs; the purchase of technology, equipment, and other supplies (arts & crafts, gardening, and teaching aids); and field trips. The PAC also organizes a **hot lunch program** and social activities at the school.

PAC meetings are held in the school library at 6:30 p.m. on the third Wednesday of each month (with some exceptions). Please refer to the school calendar or the PAC website for details. Complimentary child minding is provided. Attending PAC meetings is an excellent way to connect with other families and get involved in the school community.

Volunteers are essential to the success of the PAC. If you are interested in helping out, please email us at:

lordrobertsannexpac@gmail.com

Please also email us to be added to our mailing list.

Connect with the Lord Roberts Annex PAC:

Email: lordrobertsannexpac@gmail.com

Website: <https://www.vsb.bc.ca/schools/roberts-annex/Families/Parent-Advisory-Council>

Information Board: Located at the main entrance to school



CALENDAR 2022 - 2023

Roberts Annex Elementary School

School Operation Overview

Number of Days in Session	185
Number of Days of Instruction	179
Number of Days of Non-Instruction	6 Non Instructional Days 1 Administrative Day (June 30)

Important Dates

First Day of School for Students	Tuesday, September 6, 2022
National Day for Truth & Reconciliation	Friday, September 30, 2022
Thanksgiving Day	Monday, October 10, 2022
Remembrance Day	Friday, November 11, 2022
Last Day of Instruction Before Winter Vacation	Friday, December 16, 2022
Winter Vacation Period	Monday, December 19, 2022-Monday January 2, 2023
School Re-opens after Winter Vacation	Tuesday, January 3, 2023
Family Day	Monday, February 20, 2023
Last Day of Instruction Before Spring Vacation	Friday, March 10, 2023
Spring Vacation Period	Monday, March 13 – Friday, March 24, 2023
School Re-opens after Spring Vacation	Monday, March 27, 2023
Good Friday	Friday, April 7, 2023
Easter Monday	Monday, April 10, 2023
Victoria Day	Monday, May 22, 2023
Last Full Day of Pupil Attendance	Thursday, June 29, 2023
Administrative/School Closing Day	Friday, June 30, 2023

Professional Development and Non Instructional Days (school not in session)

Friday, September 23, 2022	Professional Development Day (Date set by school)
Friday, October 21, 2022	Professional Development Day (Province wide)
Friday, November 25, 2022	Non-Instructional Indigenous Focus Day (District wide)
Monday, January 16, 2023	Professional Development Day (Date set by school)
Friday, February 17, 2023	Professional Development Day (District wide)
Monday, April 24, 2023	Professional Development Day (District wide)

Parent Conference Dates

Early Dismissal Times

November 2, 2022	2:00pm
November 3, 2022	2:00pm
April 26, 2023	2:00pm
April 27, 2023	2:00pm