



# **ROBERTS ANNEX**

## **2023-2024 Handbook and Calendar**

**Principal: Cathy Thomas**

**Vice-Principal: Doug Park**

**Office Administrative Assistant: Andrea Mullin**

**Office Hours: 8:30am – 3:30pm**

**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	12:10 pm
Afternoon Classes Begin	12:57 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 sk̓w̓x̓w̓ú7mesh (Squamish)* and *the sel̓íl̓wítulh (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 three formal written reports over the course of the school year.

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

For more information regarding CSL visit [www.vsb.bc.ca/Student\\_Learning/Assessment\\_Reporting](http://www.vsb.bc.ca/Student_Learning/Assessment_Reporting)



## **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?**

Please be Health Aware and ensure your child is healthy and ready to learn before bringing them to school.

Children who become ill at school are to 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.

Parents and guardians will be asked to remain in the foyer area while they wait for their child.

Please keep your list of Authorized Contacts up to date, as we will only dismiss to people who have been listed.

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 absences of 30 school days (for reasons other than illness) will result in forfeiture of their child's space at school. Please report all extended student absences to the school office.

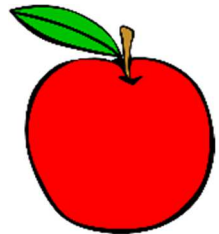
### **Communication**

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.

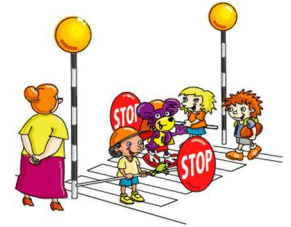
## Visitors

All visitors must sign in at the office and wear a Visitors badge while on school grounds.

### 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. Staff and visitors arrive throughout the day, and it is important for parking spots to be available.



### Recess, Lunch and After School Play

#### 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.

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*



WELCOME BACK!

# September 2023

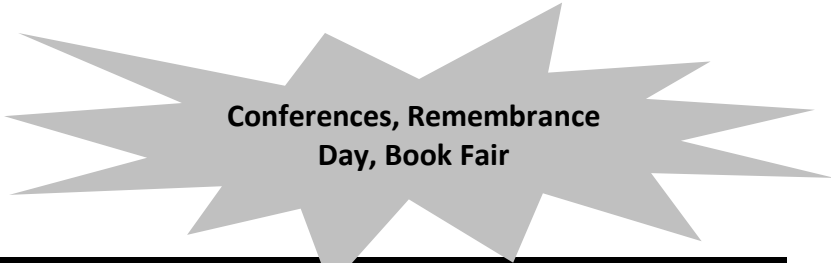
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b> Labour Day	<b>5</b> <i>School Opens</i> Gr. 1-3 only 9:00 – 10:00am	<b>6</b> All Students Attend New Kindergarten 30 minute sessions Group A 9:05 – 9:35 Group B 9:40 - 10:10 Group C 10:15 - 10:45 Group D 11:10 - 11:40	<b>7</b> Kindergarten Group A 9:15 – 10:15am Group B 1:15-2:15pm Conversations with families (11-12, 2-3)	<b>8</b> Kindergarten Group B 9:00 – 10:30am Group A 1:15-2:45pm Conversations with families (11-12, 2-3)	<b>9</b>
<b>10</b>	<b>11</b> Kindergarten All attend 9:00-11:00 *students bring a water bottle and snack K Conversations 11:30 – 3:00pm	<b>12</b> Kindergarten All attend 9:00am – 1:00pm *please bring snack, water bottle and lunch K Conversations 1:00 – 3:00pm	<b>13</b> ALL K's FIRST FULL DAY* <i>* please bring lunch, water bottle and snacks</i>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b> Open House 3:15-4:15 PAC Meeting 6:30pm - 7:30pm	<b>20</b>	<b>21</b>	<b>22</b> <i>Professional Development Day</i> (No school for students)	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> Terry Fox Run	<b>29</b> Orange Shirt Day	<b>30</b> <i>National Day Of Truth and Reconciliation</i>




# October 2023



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


# November 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> Kindergarten 2024 Registration Starts	<b>2</b>	<b>3</b>	<b>4</b>
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Scholastic Book Fair</div>						
<b>5</b>	<b>6</b> Photo Retakes 1:00pm 	<b>7</b>	<b>8</b>		<b>9</b> Remembrance Day Assembly 11:00 am 	<b>11</b> Remembrance Day 
<b>12</b>	<b>13</b> Remembrance Day observed <b>NO SCHOOL</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> PAC Meeting 6:30pm - 7:30pm	<b>24</b> <i>District Indigenous Focus Day</i> (No school for students)	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>		

Happy Holidays

# December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b> Communicating Student Learning Written Reports go home	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> PAC Meeting 6:30pm - 7:30pm	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> <i>LAST DAY OF SCHOOL</i>	<b>23</b>
<b>24/31</b>	<b>25</b> Christmas Day 	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

**Winter Holidays** ← →





Happy New Year!

# January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ←	2	3	4	5	6
7	8 <i>Back to School</i>	9	10	11	12	13
14	15	16	17 <i>Professional Development Day (No school for students)</i>	18 PAC Meeting 6:30pm - 7:30pm	19	20
21	22	23	24	25	26	27
28	29	30	31 <i>Kindergarten registration for children born in 2019 closes</i>			



# February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 CSL Conferences Early Dismissal 2:00 	15 CSL Conferences Early Dismissal 2:00	16 <i>Professional            Development Day</i> (No school for students)	17
18	19 Family Day  <b>NO SCHOOL</b>	20	21 Pink Shirt Day 	22 PAC Meeting 6:30pm - 7:30pm	23	24
25	26	27	28	29		

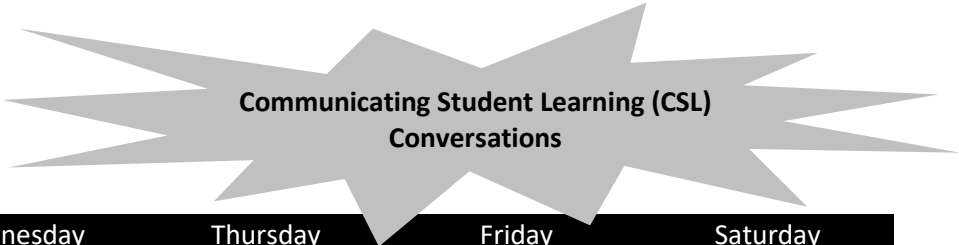




# March 2024

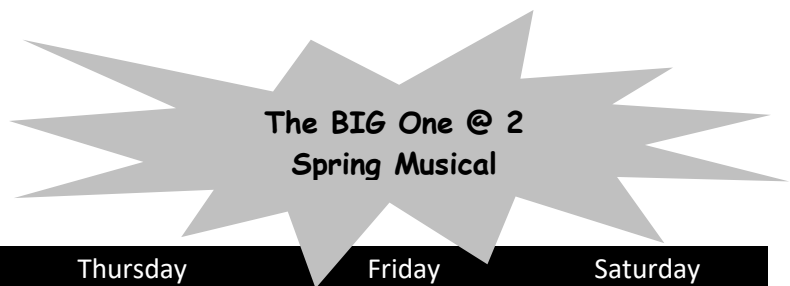
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 Kindergarten- Immunization Clinic	7	8	9
10 	11	12 Communicating Student Learning Written Reports go home	13	14 PAC Meeting 6:30pm - 7:30pm	15 <b>LAST DAY OF SCHOOL</b>	16 
17	18	19	20	21	22	23
	←				→	
24/31 Easter Sunday 	25 ←	26	<b>SPRING BREAK</b>		29 Good Friday →	30

# April 2024



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

# May 2024



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

# June 2024



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

# 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 Thursday 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](mailto:lordrobertsannexpac@gmail.com)**

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

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**Connect with the Lord Roberts Annex PAC:**

Email: [lordrobertsannexpac@gmail.com](mailto: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 2023 – 2024**

**Elementary School**

**School Operation Overview**

Number of Days in Session	188
Number of Days of Instruction	181
Number of Days of Non-Instruction	6 Non Instructional Days 1 Administrative Day (June 28)

**Important Dates**

First Day of School for Students	Tuesday, September 5, 2023
Day in lieu of National Day of Truth & Reconciliation	Monday, October 2, 2023
Thanksgiving Day	Monday, October 9, 2023
In lieu of Remembrance Day	Monday, November 13, 2023
Last Day of Instruction Before Winter Vacation	Friday, December 22, 2023
Winter Vacation Period	Wednesday, December 27, 2023 - Friday January 5, 2024
School Re-opens after Winter Vacation	Monday, January 8, 2024
Family Day	Monday, February 19, 2024
Last Day of Instruction Before Spring Vacation	Friday, March 15, 2024
Spring Vacation Period	Monday, March 18 – Thursday, March 28, 2024
Good Friday	Friday, March 29, 2024
Easter Monday	Monday, April 1, 2024
School Re-opens after Spring Vacation	Tuesday, April 2, 2024
Victoria Day	Monday, May 20, 2024
Last Full Day of Pupil Attendance	Thursday, June 27, 2024
Administrative/School Closing Day	Friday, June 28, 2024

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

Friday, September 22, 2023	Professional Development Day (Date set by school)
Friday, October 20, 2023	Professional Development Day (Province wide)
Friday, November 24, 2023	Professional Development Day (District wide)
Wednesday, January 17, 2024	Professional Development Day (Date set by school)
Friday, February 16, 2024	Professional Development Day (District wide)
Monday, April 22, 2024	Professional Development Day (District wide)

**Parent Conference Dates**

**Early Dismissal Times**

October 25, 2023	2:00 pm
October 26, 2023	2:00 pm
February 14, 2024	2:00 pm
February 15, 2024	2:00 pm