



ALEXANDER ROBINSON ELEMENTARY

11849 238B Street
Maple Ridge, BC V4R 2T8
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Website: <http://elementary.sd42.ca/alexanderrobinson/>

Principal: Mr. Ramin Mehrassa
Vice Principal: Mrs. Olivia Berry

Student Handbook

2023-2024

Name: _____

Address: _____

City/Town _____ Postal Code: _____

Home Phone: _____ Teacher/Division: _____

Mission Statement

We are a dedicated educational community inspiring life-long learning in a respectful, enriching, and positive environment.

Welcome to Alexander Robinson Elementary!

On behalf of the staff of Alexander Robinson Elementary, we warmly welcome all families to our school for the 2023-2024 school year. As a school community, we greatly value diversity, respecting the uniqueness, and contributions that each of us have to offer. We believe that all children have the right to experience success in all areas of development and therefore, as staff members we will strive to work collaboratively to foster personal achievement and a sense of belonging for everyone. We believe that effective communication between students, their families and our staff is essential for a happy and healthy learning environment and for this reason, we sincerely invite and welcome your participation. We look forward to sharing many exciting and rewarding learning opportunities throughout the year ahead.

2023-2024 SCHOOL CALENDAR

Tues Sept 5	School Opens Delayed Start 12:30pm	Mon Feb 19	Family Day
Mon Oct 2	National Day for Truth and Reconciliation	Tues Feb 20	Non-instructional Day
Tue Oct 3	Non-instructional Day	Thu Mar 7	Conferences-11:30am Dismissal
Mon Oct 9	Thanksgiving	Fri Mar 8	Conferences-All Day/no school
Fri Oct 20	Non-instructional Day	Fri Mar 15	Last day before break
Fri Nov 10	Non-instructional Day	Fri Mar 29	Good Friday
Mon Nov 13	Remembrance Day	Mon Apr 1	Easter Monday
Thu Dec 7	Conferences-11:30am Dismissal	Tue Apr 2	School reopens after break
Fri Dec 8	Conferences-All Day/no school	Wed May 15	Non-instructional Day
Fri Dec 22	Last Day before break	Mon May 20	Victoria Day
Mon Jan 8	School Reopens after break	Thu June 25	Last Day-12:00pm Dismissal
Wed Jan 24	Non-instructional Day	Fri June 26	School closes for Summer

BELL SCHEDULE

8:25 a.m.	Warning bell
8:30 a.m.	Instruction begins
10:20-10:35 a.m.	Recess
12:00pm - 12:40 p.m.	Lunch (students eat first and then go outside)
2:20 p.m.	Dismissal

We request that students not arrive earlier than the 8:25 a.m. bell. This request is out of concern for your child’s safety and security as school staff are not assigned to supervision duties prior to 8:25 a.m. nor after 2:20 p.m. each day.

CODE OF CONDUCT

The Alexander Robinson Elementary Code of Conduct has been created to maintain a safe, caring and orderly school environment.

The purpose of our Code of Conduct is:

1. To encourage the development of socially responsible behavior resulting in a positive reputation for students and the school community.
2. To foster a safe, respectful and welcoming learning environment for all students, staff and parents.
3. To clearly communicate behavioural expectations to the school community.

The Code of Conduct applies to all members of the school community at school, traveling to and from the school, at any school-related activity at any location, or any circumstance/activity that will have an impact on the school environment.

As members of the school community, we believe in supporting our children and developing their compassion, respect and care. We believe children want to be helpful, that positive behaviours can be learned, and that teaching socially responsible behaviours requires modeling, time consistency and practice. Behavioural expectations held for students rise as they become older, more mature and move through successive grades.

The following are guidelines for acceptable behavior:

RESPECT

Respect everyone's feelings:

- speak to others using kind and polite language – no put downs, name calling, prejudice, gossip, insults or swearing.
- use good manners – please, thank you, excuse me
- if something is bothering you – use “I” statements

Respect everyone's property:

- ask before you borrow someone's property
- treat the school respectfully – no graffiti on walls, books, desks, etc.
- keep a clean school
- respect our trees and bushes by not climbing in the trees or pulling off the branches

Respect everyone's bodies:

- use gentle hands and feet
- no fighting (includes play), pushing, poking, spitting, hitting

Respect everyone's learning:

- do your best work
- be on time for school
- use your planner
- stop and listen when announcements are being made
- move respectfully through the hallways and shared areas

RESPECT FOR HUMAN RIGHTS

In fostering a community of respect, inclusion, fairness and equity, we expect persons to not discriminate based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

The Human Rights Codes (RSBC 1996, c210) will be respected:

Excerpt from Section 7 Discriminatory publication

- 7(1) A person must not publish, issue or display, or cause to be published, issued or displayed, any statement, publication, notice, sign, symbol, emblem, or other representation that
- (a) indicates discrimination or an intention to discriminate against a person, a group, or class of persons, or
 - (b) is likely to expose a person or a group or class of persons to hatred or contempt

Excerpt from Section 8 Discrimination in accommodation, service, and facility

- 8(1) A person must not, without a bona fide and reasonable justification,
- (a) deny to a person or class of persons any accommodation, service or facility customarily available to the public, or
 - (b) discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public.

USING YOUR WITS

At Alexander Robinson Elementary we use our **WITS**. The WITS Programs bring together families and communities to create responsive environments that help children deal with bullying and peer victimization. It gives all of our staff, students and parents a common language to help work through problems that may arise. **WITS** stands for:

Walk Away
Ignore
Talk it out
Seek help

Certain behaviours will be considered unacceptable, including but not limited to:

- Any language (oral or written) or behavior that deliberately degrades, denigrates, labels, stereotypes or incites hatred, prejudice, discrimination or harassment towards students or employees on the basis of their real and/or perceived sexual orientation, gender identity, gender expression, appearance, capacity, disability, colour, ethnicity, or religion.
- Unsafe behavior (such as physical violence, possession or use of weapons or replicas, possession, use or distribution of drugs and/or alcohol, tobacco or fireworks or explosives, smoking, sexual abuse)

- Violent behavior in any form, physical, verbal, written, or electronic.
- Disrespectful behavior toward property or the environment (such as damage or theft)
- Deliberate defiance or misleading adults in authority

Expectations for student conduct for younger students differ from those for older students as they do for students with special needs who are unable to meet expectations due to a disability. It is expected as students move through successive grades, become older and more mature, that they will be more socially responsible.

Responses to unacceptable conduct will be thoughtful, consistent and fair. The focus of any intervention will be preventative and restorative in nature, rather than merely punitive. Wherever possible, students will be encouraged to participate in the development of meaningful interventions through discussion and mediation. Decisions will be made with respect to the individual. Responses to conduct issues will take into consideration the student's age, maturity and past conduct. Interventions will not discriminate against a student who cannot meet an expectation because of a disability. Reasonable steps will be taken to prevent retaliation against the person who reported a code of conduct issue. Every effort will be made to support students. However, if there are ongoing conduct issues after having implemented interventions, progressive discipline may include, but is not limited to, referral to an intervention committee, suspension, change of program, change of school, or involvement of the police when behavior includes a criminal code violation. When responding to breaches in the Code of Conduct, school officials may inform a student's parent(s), the parents of other students who were involved, school district officials, the police or other agencies or the parents of all students when the whole school community needs to be reassured that a serious situation is being addressed.

Consequences may include:

- a letter of apology, acts of kindness, community or school service
- establishing a behavior contract
- self-evaluation using the Social Responsibility Performance Standards rubric
- a regular, formal review of behavior together with parent/student/teacher conferences
- completion of a problem-solving paper
- a detention, in-school or formal suspension (Parents receive written notification regarding formal suspensions. A copy of the letter for a formal suspension is kept in the student's file).

ANTI-BULLYING POLICY AND ACTION PLAN

Alexander Robinson is a school community where we strive to create a safe, respectful and welcoming school environment. This environment is characterized by positive relationships between students, staff and parents. We are proud of our school community!

Our students are taught to be socially responsible. They are taught problem solving skills and appropriate responses to bullying. The school and community's goal is to address problematic behavior rather than label a child as a "bully" or a "victim". We aim to maintain the dignity of all parties. We recognize that bullying and intimidation have a negative effect on the learning climate of the school. Should bullying occur the following anti bullying policy and action plan will be followed:

Bullying is defined as: repeated physical aggression, name-calling, threats or exclusion in a context where there is intent to harm and an imbalance of power.

The bullying of members of the school community, by physical, verbal, written or electronic means, is not permitted at Alexander Robinson School on any school event and with any student from the school via the internet off school hours. Anyone who witnesses bullying is expected to speak with school personnel (teacher, educational assistant, noon hour supervisor, counsellor, Vice Principal or Principal).

Our Action Plan includes:

- 1) The staff member will ensure that the students are safe and supported and will communicate with the Principal/Vice Principal.
- 2) The Principal/Vice Principal will investigate the incident.
- 3) The Principal/Vice Principal will communicate with the parents.
- 4) The Principal/Vice Principal will review the District/School Code of Conduct in relation to the violation of another student's right to a safe and secure learning environment.
- 5) The Principal/Vice Principal will determine the appropriate consequences and course of action, taking into consideration:
 - the student's age/development level

- the seriousness of the incident
 - the student's history
 - the history of the relationship between the students
- 6) The consequence(s) for the student who is bullying will range from:
- discussions with students involved and proactive solutions decided upon
 - completion of assignment on social responsibility including problem solving sheets, letters of apology, essays, posters, etc.
 - completion of school service
 - loss of noon hour privileges
 - loss of extra curricular privileges
 - in school suspension with written notification to parents
 - formal suspension with written notification to parents which will be put in the student's file
 - RCMP liaison involvement
 - or other consequences as deemed necessary

The bullying incident will be documented and there will be a follow up with the parents.

SCHOOL PROCEDURES AND ROUTINES

Student Entry/Exit

All students are assigned entry and exit doors. Students are required to line up at their designated doorway upon the sounding of the warning bells. We ask that parent/caregivers meet their children at the designated doorway when meeting afterschool at dismissal.

Student Absences and Late Arrivals

The warning bell for morning classes goes at 8:25am. Students are expected to be in their classroom and instruction begins no later than 8:30am. If a student is not in the classroom the student will be marked absent. Entry past 8:40am requires the student report to the office to sign in and receive a late slip to give to the classroom teacher. When your child is marked absent we will phone all contact numbers we have in an attempt to confirm that your child is safe. In the event your child will be absent or late, please advise the office prior to 8:30am. You can either enter an absence on the Parent Portal, email the school at are_reception@sd42.ca, or call the office at 604-463-3035 where you can leave a message.

Parents are responsible for providing or arranging supervision for their child prior to 8:25am. After dismissal at 2:20pm students are encouraged to go straight home for there is no formal supervision provided at the school.

Students Leaving School Grounds

Students are not permitted to leave the school grounds unless they are signed out by a parent/guardian or designated adult. If your child routinely has lunch at home, please inform the office in writing. If your child usually remains at school during lunch, please send a signed note for each occasion you give permission to leave the school grounds. Students leaving the school grounds and returning must be signed out and then back in at the office as we need to account for all students in the event of an emergency or fire drill.

VISITORS OR DROPPING ITEMS OFF

For safety reasons, all visitors and volunteers are required to sign-in, sign-out and wear a visitor's tag while in the building or on the school grounds outside.

If you have a message or something to drop off for your child, you may do so through the office.

ILLNESS OR ACCIDENT

Students who are not well should stay home. Students who become ill during the school day will be monitored until parents or designated emergency contact can be reached.

The School Act gives teachers the same responsibility as that of prudent parents. "Prudent practice" varies from parent to parent but we try to be overly cautious. When, in our judgement, an injury or an illness is something more than minor or casual, we will contact the parents. Please remember that it is critical that the school have current phone numbers for parents and emergency contacts. In obvious emergency situations, we will call 911 and request an ambulance.

MEDICAL CONDITIONS/MEDICAL INTERVENTION POLICY

A Medical Intervention form must be completed on a yearly basis if your child has an existing medical condition that the school should be aware of. This form must also be completed if your child will be taking any medication while at school. Staff may not administer medication to students unless the required form is completed and signed by the

parent. For students requiring epi-pens at school, parents will be required to complete an Anaphylaxis Individual Student Emergency Procedure Plan. These forms can be obtained at the office.

PEANUT AND TREE NUT ALLERGY AWARENESS

We have a number of students who have life-threatening allergies to peanuts and other tree nuts. While no school can guarantee a nut free environment, we ask that you please avoid sending your child with products that contain nuts. This inconvenience is necessary for the safety of some children attending our school.

VOLUNTEERS AND VOLUNTEER DRIVERS

Many parents, and occasionally others from our community, volunteer in classrooms or assist teachers and students in a variety of ways. School District No.42 Board Policy requires that all volunteers in schools complete a "Volunteer Safety Check Application" form. This form can be obtained from the office.

The staff and students rely on parent drivers for a variety of class outings. School District No.42 requires prospective volunteer drivers to provide the school principal with a current copy of their Driver's License Abstract as well as complete a "Volunteer Driver Application" form.

RECESS/LUNCH BREAK

During recess teachers are assigned to supervise students. During lunch our Noon Hour Supervisors assume the responsibility for the supervision of students. In addition, we Administrator and Education Assistants supervising during break times.

All children are expected to play outside during breaks regardless of the weather (rain or shine). We will of course make exceptions (decided by the Principal) when there is heavy rain or extreme weather conditions. Please ensure that your child is prepared for all weather conditions.

SCHOOL CLOSURE

The decision to close schools due to extreme weather, or any other circumstances that may affect student safety, is made by the Superintendent of Schools. Emergency closures are announced on the following radio stations between 6:00am and 8:30am on the day of closure:

CKNW (980AM) CKWX (1130AM) CBC (690AM)

You can also visit the school district website at <http://www.sd42.ca/>

TRAFFIC AND PARKING REGULATION

Please consider walking to school. We have traffic congestion so your assistance with this is important. It is expected that vehicles be driven in a safe manner at all times and that drivers abide by posted traffic parking regulations. Parents/daycare providers may not pull into the rear parking lot at any time for picking up or dropping off. The vehicles create a safety hazard for students. Also, the rear parking lot is the designated emergency evacuation route. Double parking is unacceptable.

COMMUNICATION

It is important to establish good communication between home and school. We have an open door policy and welcome your questions and input. When you have a concern, it is important to discuss it first with your child's teacher. It is the teacher's responsibility to keep the Principal and/or Vice Principal informed. If parent and teacher concerns are not resolved, the Principal or Vice-Principal will be consulted and involved. The priority for all of us is what best meets the student's needs. You can be assured that all matters will be treated confidentially and that we will make every effort to work cooperatively for student success. If you have questions regarding our district appeal process please ensure you visit our school district website at <http://www.sd42.ca/>

All newsletters, field trip permission forms, announcements etc. are shared with families via the Parent Portal.

Newsletters are also posted on our school website at <http://elementary.sd42.ca/alexanderrobinson>

Planners are intended to be a communication tool between home and school. Assignments to be completed, upcoming events and deadlines are recorded to help students organize their time and keep you informed of classroom activities and expectations. As well, you can refer to the school calendar for upcoming holidays and school closures.

DRESS CODE

Students are expected to dress in a manner appropriate for an elementary school. The school district is committed to providing students with learning environments that are safe, responsive, and inclusive. The district recognizes that decisions about dress reflect individual expression of identity, socio-cultural norms, and that they are personal. Students may attend school and school-related functions in dress of their choice provided that their choices:

- Conform with established health and safety requirements for the intended activities;
- Do not represent or promote weapons, gang culture, alcohol or drugs;

- Use respectful language
- Do not depict or promote violence, racism, sexism or discrimination; and
- Are not intimidating to others.

SCHOOL TELEPHONE USE

Students are permitted to use the office telephone only when they have a permission slip issued by their classroom teacher or have permission granted by school administration. Please note that the phone lines and the office staff are very busy at the beginning and at the end of the day so we request that parents pre-arrange all details such as lunch plans, after school arrangements, and getting home on a rainy day.

PARENT ADVISORY COUNCIL

Alexander Robinson School has an active, Parent Advisory Council that meets monthly. Those involved in the Parent Advisory Council find that it provides a meaningful opportunity for involvement in their children's education and in the life of the school. Parents are actively encouraged to participate. Scheduled meetings are noted monthly in the School Newsletter.

CURRICULUM PLANNING

Curriculum planning at Alexander Robinson will follow the provincial guides for curriculum as outlined in the BC Ministry of Education. Instructional strategies implemented by teachers will be guided by the Principles of Learning. These principles recognize and respect that:

- Learning requires the active participation of the student
- Students learn in a variety of ways and at different rates
- Learning is both an individual and group process

LIBRARIES POLICIES AND ROUTINES

Students are able to sign out library books during class book exchanges or other times when the librarian is present. Books are due after a week but can be renewed if desired. Borrowing privileges will be temporarily restricted when overdue items are not returned. For lost or damaged material, the librarian will assess an amount payable appropriate to the situation and to the condition of the material. If your child is transferring to another school, the school would appreciate knowing at least two weeks in advance, so that outstanding library books and other classroom textbooks can be returned before departure.

GYM

It is expected that all students wear clean indoor running shoes in the gymnasium. Intermediate students will also be required to change into gym strip for Physical Education classes and extra-curricular activities. Food and drinks are not permitted in the gym.

COMPUTERS

We are very fortunate to have outstanding technology available for student use at ARE. When students are using technology at school, we expect them to follow their respective teacher's rules regarding use. We ask that students not use any form of technology during eating times and that no photos be taken at any time without the direct permission of a staff member. Students who fail to comply with these expectations will lose their privileges and/or face disciplinary action. In order for students to be able to access web-based resources, parents must provide permission annually by completing the Policy and Procedures: Information Technology and Communication System Appropriate Use Policy.

PERSONAL DEVICES

The use of electronic games, music players, pagers, cell phones, and smart watches should not deter from the learning of students while at school. The school will assume no responsibility for their loss or damage. Some parents do want students to have a cell phone for safety reasons. We encourage the use of the school phone (604-463-3035) for emergency purposes or leaving important messages. If students need to bring cell phones for use after school they are not to be brought out during school hours and should be turned to silent during class time. Teachers can request from time to time that students use hand-held devices for specific learning objectives.

PERSONAL POSSESSIONS

All possessions should be labeled with the student's full name. This will allow possessions to be returned if they are misplaced. Students should not bring valuable items unrelated to their educational program to school unless permission from their teacher or the administration has been obtained. School staff cannot be responsible for items that go missing.

HOMEWORK

Primary students may be asked to participate in reading programs, or complete assignments from time to time as the need arises. The regular sharing at home of stories and games is very beneficial. At the intermediate level, the completion of some assignments at home is important preparation for the independent study habits needed at secondary school. Homework is not necessarily assigned daily, and is often a continuation of work started in class

FIELD TRIPS

Field trips are an important part of education as they provide real life and enriching examples of learning. These complement the curriculum and provide a connection between the formal learning in the classroom and very practical first-hand experiences within the community.

Whenever a class or group of students go on a field trip, teachers provide the Principal with a review of the objectives of the field trip, transportation needed, costs and safety procedures. Parents will receive notification and information regarding the field trip via the Parent Portal. Parents must provide permission by completing the necessary on-line form.

No student will be denied the right to participate in a field trip due to financial constraints. In such cases, parents are encouraged to speak to the teacher or principal. Such information is kept in confidence.

NON-INSTRUCTIONAL DAYS

Under the School Act, the school staff is provided five days in a school year for professional development and one day for school growth planning. These are days that have been allocated in addition to the regular instructional days. Students will not attend on these days. Please refer to the current year calendar.