



Sardis Elementary

Home of the Skyhawks

45775 Manuel Road, Chilliwack BC V2R 2E6

Telephone: 604-858-7145

<http://sardis.sd33.bc.ca>

Principal: Mrs. Joanna Kasper

Vice Principal: Mrs. Lindsay Sanderson

This handbook contains helpful information about everyday school routines. Please take the time to study it together, parent and child. We have selected this format for a school handbook, hoping that you will find all the information you need in one place.

Our school is an active and busy place of learning.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper A small recycling symbol consisting of three chasing arrows forming a triangle.



Sardis Elementary 2023 - 2024 School Calendar

Days in Session	188
Number of Instructional Days	178
Number of Non-Instructional Days	10
School Opens	September 5
Truth and Reconciliation Day – Statutory Holiday	October 2
NON-INSTRUCTIONAL DAY (Pro-D Day)	October 6 (District)
Thanksgiving Day – Statutory Holiday	October 9
Early Dismissal Day - 8:15 – 11:15	October 19
NON-INSTRUCTIONAL DAY (Pro-D Day)	October 20 (Provincial)
NON-INSTRUCTIONAL DAY (Pro-D Day)	November 10
Remembrance Day – Statutory Holiday	November 13
NON-INSTRUCTIONAL DAY (Assessment and Evaluation Day)	November 24
Last Day of School before Christmas Holidays	December 22
Christmas Holidays	December 25 – January 5
Schools Reopen after Christmas Holidays	January 8
NON-INSTRUCTIONAL DAY (Assessment and Evaluation Day)	January 26
NON-INSTRUCTIONAL DAY (Pro-D Day)	February 16 (District)
Family Day – Statutory Holiday	February 19
Early Dismissal Day - 8:15 – 11:15	March 1
Last Day of School before Spring Vacation	March 15
Spring Vacation Period	March 18 – March 29
Good Friday – Statutory Holiday	March 29
Easter Monday – Holiday	April 1
Schools Reopen after Spring Vacation	April 2
NON-INSTRUCTIONAL DAY (Pro-D Day)	April 26 (CTA)
NON-INSTRUCTIONAL DAY (Pro-D Day)	May 17
Victoria Day – Statutory Holiday	May 20
NON-INSTRUCTIONAL DAY (Assessment and Evaluation Day)	May 31
Last Day for Students/Early Dismissal - 8:15 – 11:15	June 27
Administrative Day – staff only	June 28

General School Information

Sardis Elementary School

Bell Schedule

8:00 a.m.	Supervision begins <i>*Please do not have your child (ren) arrive before this time</i>
8:10 a.m.	Warning bell sounds—students go to class
8:15 a.m.	Instruction begins
9:55 a.m.	Morning recess begins
10:10 a.m.	Morning recess ends
11:50 p.m.	Lunch begins
12:35 p.m.	Afternoon session begins
2:11 p.m.	Classes dismissed

School Entry/Exit

In the morning, students will enter through their outside classroom door. If their classroom does not have an outside door, they will enter through the door closest to their classroom when their teacher comes to let them in. At the end of the day, students will exit through the same door they use to enter.

Attendance

Student attendance is taken in the morning and after lunch every day for student safety and to encourage prompt and regular attendance. It has been proven that regular school attendance is directly related to success at school.

Homework

Students are encouraged to read or be read to every night for a minimum of 15 minutes. In addition to this reading, homework is often assigned to:

- assist in developing work and study skills
- allow students to complete unfinished class work
- reinforce a skill with further practice
- introduce children to exploration of community resources such as the library



Office/Classroom Phones

Students are encouraged to call home if they are going to be staying at school unexpectedly; however, our phones are **not** available for making after school play dates with friends. Students must have permission from a staff member to use the phone.

Electronics, personal cell phones, etc.

All electronics, personal cell phones and other devices must be turned off and placed in a safe place from 8:15am-2:11pm. The intention is to help maintain student attention during the school day while removing opportunities for problematic activity. Students may leave their devices in their

backpacks or have their teacher put them in a locked storage area. If a child or parent needs to make contact, it should always be done through the classroom teacher or the office.

Bicycles and Wheeled Objects:

Students and parents should walk their bicycles, scooters, and other wheeled items on the school grounds at all times (including bicycles, roller blades, scooters of any type, unicycles, etc.). This is for the safety of everyone on our crowded property. Our school is located in a busy area, easily accessible to the public and subject to heavy traffic, and there are lots of small children around. Students who ride bicycles to school are also asked to use a good lock on their bicycles and attach them to the bike rack during the day. Bicycle helmet usage is mandatory, as per School Board Policy and the laws of British Columbia.

Visitors

Parents or any other guests of the school are asked to sign in at the office and wear a visitor tag.

Student Dress Code

All Sardis Elementary school student clothing should be suitable for a school learning environment. Clothing and footwear should be comfortable and appropriate for students to participate safely in all school activities. (PE, Recess, Lunch activities). Clothing should demonstrate a respect for the school community and the [BC Human Rights Code](#). Any person dressed in an inappropriate manner, will be advised personally and discretely, and given an opportunity to meet the school dress guidelines.

Bussing

Students are expected to observe the following guidelines:

- Pupils riding the bus are responsible for their conduct to the bus driver. The driver will report any incidents or misconduct to his/her supervisors and the school principal. Violations of any of these rules may lead to the loss of riding privileges.
- The driver is in full charge of the bus and his/her rules must be obeyed.
- The driver may assign specific seats to students at any time.
- While the bus is in motion, students must not extend their arms or head out of the window, try to get on or off the bus, or move about within the bus while it is in motion.
- Pupils must not throw paper or other waste material on the floor or out of the bus windows.
- While waiting for, or seated on the bus, students must conduct themselves in a courteous manner, showing consideration for the comfort and safety of others.
- No roughhousing, fighting, smoking, or using obscene language while on the bus.
- Students willfully damaging a bus will be held fully accountable.
- When leaving the bus, pupils must observe the instructions of the bus driver. They should not cross the road without having a clear view in both directions.



Parent Advisory Council (P.A.C.)

Sardis Elementary has a well-organized and hardworking P.A.C.

This group is a valuable asset to our school both in an advisory and a supportive capacity. P.A.C. meetings are open to all parents, and items can be brought to the meeting in person, or through any member of the P.A.C. executive.

The executive of Sardis Elementary's P.A.C. for the 2023-2024 school year is:

President: Aleena Webber

Vice President: Erin Kelley

Treasurer: Amanda Darby

Secretary: Brandi Buell

These are some positive behaviours that we encourage all students to demonstrate.

S Safety First

Hands/feet off

Stay in supervised areas

Report unsafe situations and injuries to an adult

Walk while in the building

Walk bikes, scooters and skateboards while on school grounds

A Act Responsibly

Do your assigned work

Clean up after yourself

Use good hallway manners

Report vandalism or bullying in a timely manner

R Ready to Work

Come prepared to learn with supplies and homework ready

Keep a positive attitude

Do your best

D Discuss Problems

Identify the problem

Discuss the problem (find an adult if you can't solve it)

Brainstorm solutions

Pick one strategy and try it

Did it work?

Think it through!

I Include everyone

Be aware of the needs of others

Be kind, caring and friendly

Be a friend to anyone sitting on the "Buddy Bench"

Be a good school citizen

Be a good sport

S Show Respect

Use good manners and listening skills

Listen to all adults

Practice good audience manners

Treat others with respect

Follow Sardis' Dress Code
Respect personal and school property

Sardis Elementary School Code of Conduct

At Sardis Elementary School we are dedicated to creating and maintaining a safe, caring, and orderly environment. This will allow each child to reach their potential, to experience the growth of responsibility and respect, to be a contributing citizen, and to be a lifelong learner.

Sardis Elementary School promotes the values expressed in the **BC Human Rights Code** respecting the rights of all individuals in accordance with the law, which prohibits discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, gender, physical or mental disability, sexual orientation, or gender identification/expression.

Conduct Application and Expectations

The Sardis Elementary School Code of Conduct applies to behavior at school, during school-related activities, and beyond these times (**including school bus and on-line behaviour**). It addresses anything that impacts on student learning and the safe, caring, and orderly environment of the school.



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, or 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 Reacher, 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' behavior.
- 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 behavior by a student shall be reported to the Principal who will activate the protocol for the initial response. Once the team 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 and appropriate response to the incident. Intervention plans will be developed and shared with parents, staff and students as 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.