



**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 _____



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Sardis Elementary 2024-2025 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 (A&E Day #1)	November 1
NON-INSTRUCTIONAL DAY #4 (Pro-D Day – Lieu 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 (A&E Day #2)	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 (CTA)
NON-INSTRUCTIONAL DAY #8 (Pro-D Day – Lieu Day)	May 16
Victoria Day - Statutory Holiday	May 19
NON-INSTRUCTIONAL DAY #9 (A&E Day #3)	May 30
Last Day for Students / Early Dismissal #3	June 26
Administrative Day	June 27

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
10:15 a.m.	Morning recess begins
10:30 a.m.	Morning recess ends
11:50 p.m.	Lunch begins (eating time 11:50 - 12:05; outside play 12:05 - 12:35)
12:35 p.m.	Afternoon session begins
2:13 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. Please call 604-858-7145 or use the SafeArrival app (instructions are on our website under the Report Absence tab), if you know that your child will be absent or late.

Homework

Students are encouraged to read or be read to every night for a minimum of 15 minutes. In addition to this reading, homework may be 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 or to arrange rides if it's raining. 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 8:00am-2:15pm. 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. Motorized scooters are not legal for anyone under the age of 16, so these should never be ridden to school by our students.

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.
- 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 (PAC)

Sardis Elementary has a well-organized and hardworking PAC.

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

The Sardis Elementary PAC Executive for the 2024-2025 school year is:

President: Erin Kelley

Vice President: TBD

Treasurer: Amanda Darby

Secretary: Meghan Shattock

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.