



*ÉCOLE T.M. ROBERTS
ELEMENTARY SCHOOL
PARENT HANDBOOK
2019 – 2020*

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[HTTP://WWW.SD5.BC.CA/SCHOOL/TMRES](http://www.sd5.bc.ca/school/tmres)

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Dear parents and students:

This handbook contains general information you will need to know about T.M. Roberts Elementary School. We hope that you will keep it handy at home and will find it useful to answer any of the questions you may have. If there is anything that you wish to know that is not contained in our handbook, please contact our school and we will be more than happy to assist.

École T.M. Roberts School is the largest elementary school in Cranbrook, with approximately 350 students. It is the only dual-track elementary school in the Southeast Kootenay which offers French Immersion from Kindergarten to Grade 6 as well as being the English catchment school for our neighbourhood.

At École T.M. Roberts School we encourage each other to be Thoughtful, Motivated, Responsible, and Safe. Many of our intermediate students contribute to our school by joining in our Student Leadership activities and committees. We are also proud to be associated with One to One Reading, D.A.R.E. and Canadian Parents for French.

Parents are encouraged to become actively involved in their child's learning through reading with their child nightly, assistance with classroom field trip activities, volunteering in classrooms, or with our Parents' Advisory Council. Together we can open the doors to life-long learning.

Throughout the year, additional dates, important date changes and new or revised policies will be included in our weekly electronic newsletters. If you do not receive a newsletter please contact our secretary, Kathy Nickel to be added to our mailing list.

School telephone (250) 489-4575, fax (250) 489-0788 website: <http://tmres.sd5.bc.ca>. All staff can be reached by email by using this format: firstname.lastname@sd5.bc.ca

SUPPORT STAFF

School Secretary: Mrs. E. Lochrie
Mrs. K. Nickell

Youth Care Worker: Mrs. D. Mirosevic

Aboriginal Ed. Support: Ms. R. James

Library Clerk: Mrs. D. Lawrence

Educational Assistants:

French Language Assistant: Mme. S. Sterling

Speech EA: TBA

Custodians: Mrs. S. Palmer, Mrs. J. Vance

ADMINISTRATION

Principal: Ms. Brenda Tyson

Vice-Principal: Mme. Carissa Hart

TEACHING STAFF (English)

Kindergarten / Gr. 1 Mrs. S. Martin

Grade 1/2 Mrs. D. Peters

Grade 2/3 Mr. D. Flegel

Grade Four Mr. M. Eadie

Grade 5/6 Mrs. D. Reinarz and Mrs. S. Gauthier

Grade 5/6 Mr. B. McAnerney

TEACHING STAFF (French)

Maternelle Mme. C. Heyde

Maternelle Mme. P. Franklin- Cooper and TBA

1^{iere} année Mme. A. Poulin

1/2^{iemme} année Mme. L. Grant

2^{iemme} année Mme. A. Cadieux

2/3^{iemme} année Mme. V. Jordan

3^{iemme} année Mme. A. Filipe

4^{iemme} année Mme. I. de Klerk

4/5^{iemme} année Mme. K. Decosse

5/6^{iemme} année Mme. C. Laporte

6^{iemme} année Mme. S. Lapierre and Mme. Webster

Library Mrs. J. Mayer

Music/Band Mrs. C. Erickson

Student Services: Mrs. C. Stambulic, Mrs. T. Zimmer

District Counsellor: Ms. J. Thalheimer

Speech Pathologist: Mrs. C. Norton

MISSION STATEMENT – B. C. Ministry of Education

The purpose of the British Columbia school system is to enable learners to develop their individual potential and to acquire the knowledge, skills, and attitudes needed to contribute to a healthy society and a prosperous and sustainable economy.

MISSION STATEMENT – School District #5 (South East Kootenay)

OUR MISSION: To provide students with equitable quality educational opportunities in a safe, orderly and supportive environment through the efforts of a caring and professional team in cooperation with students, parents and communities.

VISION: Working and learning together, supporting all students to achieve a successful future.

VALUE STATEMENTS: In School District #5, we believe in:

- Working together in a spirit of equity, fairness, and cooperation
- Equitable and quality learning for all
- Respectful and responsible communication
- Professional/ethical decision making
- Trust and honesty in relationships
- Social responsibility
- Health, wellness, and safety for all
- A healthy emotional climate that develops trust, self-respect and the uniqueness of the individual
- Modeling positive attitudes that build strong communities

MISSION STATEMENT – T.M. Roberts Elementary School

“To engage our learners to reach their potential in a safe and supportive community.”

T.M. Roberts SCHOOL PLAN 2016-2020

The school’s plan is following an inquiry approach with the following question: **How do we foster a love of literacy to improve reading for all learners?** This focus encapsulates our district goals and BC’s renewed curriculum competencies which focusses on creative and critical thinking, communication, social responsibility, and personal and emotional wellness. Differentiated Instruction along with Formative assessment practices will be embedded in our instructional practices: co-constructing criteria, questioning, 1:1 feedback, and student ownership.

***Thank you,
Brenda Tyson***

GENERAL OFFICE INFORMATION

Office hours are between 8:00 AM-4:00 PM

SCHOOL SCHEDULE AND BELL TIMES

8:25 AM	Student supervision begins	12:18 PM	Students may go outside
8:40 AM	Welcoming bell rings	12:30 PM	All Students Outside
8:45 AM	Classes begin	12:50 PM	Welcoming Bell rings
10:15 AM	Primary Recess (15 mins)	12:55 PM	Afternoon Begins
10:30 AM	Intermediate Recess (15 mins)	2:55 PM	End of School Day
12:05 PM	Lunch begins		

COMMUNICATING STUDENT LEARNING

BC Ministry of Education (*effective July 1, 2016*)

Since the 2016-17 school year, the Ministry of Education has put in place Interim Student Reporting Guidelines for Grades K-9, contained in the Student Reporting Policy (Revised) effective July 1, 2016. For Grades 10-12, Boards will follow the Student Reporting Policy. Ministry continues to consult with parents, educators, and school boards to inform further policy.

The draft K-9 Student Reporting Policy at a glance

Frequency of reports	A minimum of five communications of student progress: <ul style="list-style-type: none"> • a minimum of four points of progress during the year • one end-of-year (or end-of-semester) summary of progress
Proficiency scales	<ul style="list-style-type: none"> • The four-point provincial proficiency scale will be used to communicate progress in each area of learning in K-9. • In Grades 4-9, letter grades are provided to parents on request. (See Appendix D for a draft proficiency scale/letter grade comparison table.)
Student self-assessment of Core Competencies	<ul style="list-style-type: none"> • Parents will be provided with student-selected evidence of and reflection on Core Competency (Communication, Thinking, and Personal and Social) development at least once during the school year. • Students will also complete a self-assessment of the Core Competencies at the end of the year, with the support and guidance of the teacher when needed or appropriate.

PROGRAMS

LIBRARY

Classroom teachers may use the school Library Resource Center as an extension of the classroom and are able to send students individually or in small groups to the Library for book exchanges or research activities. We view the Library Resource Center as the active and vital hub of the school. Whenever possible, the classroom teacher and the teacher-librarian work together to plan and implement cooperative teaching units to integrate library skills into the curriculum. The Library Resource Center is attempting to maintain a current and complete collection of print and audio-visual material while also integrating advancements in technology. We are able to search our entire Library electronically, which enhances accessibility of material to students and teachers through a computer database.



BAND PROGRAM

Our school offers a comprehensive band program at the Grade 6 level. Although we do have some instruments for loan, **the purchase or rental of an instrument is the responsibility of the parent.** Information will be sent home with your child in June for the upcoming school year.

ONE TO ONE READING We are fortunate to have a committed group of volunteers working in the One to One Reading Program. Volunteers work with our developing readers in the primary grades. Students are recommended to the program by teachers once they have determined there is a need for extra support. If you would like to know more about this initiative or you would like to volunteer to be a reader, please call the office.

STUDENT SERVICES AND SUPPORT PROGRAMS

At T.M. Roberts School, teachers can help students access additional support such as **Learning Assistance, ESL, Speech and Language** and **Special Education Programs**. These specialists support the classroom teachers by providing resources, consultation, assessment and evaluation, and offering small group or individual instruction.

Other services available to teachers and students include **hearing impaired support, physical therapy, occupational therapy** and **counseling**. Parents are informed and/or consulted when their child is receiving these additional services.

COUNSELING: Counselling is available to help students deal with issues such as anxiety, anger management, emotional regulation, and grief or loss. Parents can access these services for their children by speaking with classroom or student service teachers.

SOCIAL SUPPORT: Our Youth Care Worker may work with students on an individual or group basis, offering social and emotional support and helping students to develop skills to make positive changes in their lives. For example: building self-esteem and confidence, problem solving, social and friendship skills, behaviour management, anger management, stress management and positive decision making skills and awareness. Youth Care Worker services are accessed through our Student Services department or administration. We encourage parents to let us know if they would like to make use of Youth Care Worker services.

SPEECH PATHOLOGY SUPPORT: Parents who have concerns about the development of their child's speech and language development are encouraged to contact their child's teacher. Teachers may also contact parents if they feel there are concerns related to speech. Children requiring services will be referred to our Speech Pathologist and may participate in our Sound Connections Program.

ABORIGINAL EDUCATION SUPPORT: Students whose parents have identified their children as having Aboriginal ancestry have access to cultural, academic, and social support services through our Aboriginal Education Support Worker(s). Students and parents can contact our worker directly by phone at the school to learn more about Aboriginal student support and programming. If you have any questions or to learn more about the supports

and services offered through Aboriginal Education, please contact our AESW's at the school phone number or stop by their office.

CODE OF CONDUCT

Students at T.M. Roberts Elementary School are expected to follow the TMRS Code of Conduct, which is aligned with the District Code of Conduct. The four basic rules of the Code of Conduct are:

- *Be Thoughtful*
- *Be Responsible*
- *Be Motivated*
- *Be Safe*

We believe that everyone has the right to learn and work in a safe, happy and orderly environment. We also believe that everyone has the responsibility to behave in a way that protects these rights. The Code of Conduct is discussed and actively taught in each classroom at the start of the school year and reviewed periodically by the teacher. We trust that parents will reinforce these expectations at home with their child(ren). The Code of Conduct applies to student behavior at school, at school functions, and on the way to and from school. The following will not be accepted and if done, will result in meetings including parents, principal and/or school board.

These include:

- *Possession of drugs/alcohol*
- *Smoking*
- *Possession of weapons or items used as a weapon*
- *Violence, threats of violence*
- *Acts of discrimination*

Possible Interventions for Violations of the Code of Conduct

The following consequences may be used at T.M. Roberts. Consequences will be progressive in nature, combined and/or varied depending upon the situation. Behaviours are documented at the school level.

- Informal interview with the student
- Restorative Justice strategies may be employed
- Formal interview with the student (documentation is made, parental notification by phone or letter)
- Referral to Principal and/or Counselor (documentation is made, parental notification is made by phone or letter, discussing the probable consequences with reference to the school Code of Conduct, possible removal of school privileges (extra-curricular events, lunch hour privileges, etc.)
- Detention (parental notification) Performance/behavioral contracts (parental notification, may request an interview, referral to school based team for assessment and suggestions)
- In-school suspension (parental notification, student will be given an educational program or package to complete)
- 1-5 day out-of-school suspension (parental notification, educational program or package to complete, meeting with student, parents and principal prior to re-entry, counselor follow-up as appropriate)
- Indefinite suspension (meeting with the student, parents, District staff, principal, follow-up with counselor as appropriate).

HOW TO HANDLE A CONCERN

From time to time you may have a concern that pertains to a classroom or school situation. We request that you first approach your child's classroom teacher. If the problem cannot be resolved at that level, the school administration should be consulted. If the problem continues, the Superintendent of Schools or her assistants can be contacted at the School Board Office. In the vast majority of situations, a cooperative spirit on the part of all involved will result in a positive, constructive solution at the classroom level.

IMPORTANT PROCEDURES

STUDENT INFORMATION: If you change your address, home telephone number, work number, email address or emergency contact, please notify our school secretary at once. If you are moving, please let the school know at once so that transfer forms can be prepared.

SAFE ARRIVAL PROGRAM: Please phone the school at **250-489-4575** by 9:00 AM if your child will be absent from school that day. If we do not receive notification of your child's absence, the office will contact you. Your assistance is greatly appreciated.

ATTENDANCE/TARDINESS: Prompt regular attendance has been recognized as an essential ingredient of educational success. Students who attend school regularly enjoy a greater opportunity to develop the knowledge, skills, and attitudes that lead to superior student achievement. If you are planning on taking your child out of school for an extended period of time, please be aware that this may have an impact on their learning. We suggest that you contact your child's teacher well in advance to determine what you may do to support your child while you are away. It is also important that your child arrive at school on time each and every day. The beginning of each school day is a critical time when teachers set the tone for the learning that will be happening throughout the day. Please do all that you can to see that your child arrives at school on time, ready to learn. Parents must sign out their child at the office if they are to leave before morning or afternoon dismissal.

STUDENT ILLNESS: Normally, children who are too ill to go outside for recess are too ill to be at school. This is particularly true in the case of severe colds. Children coming to school with severe colds are unable to function well at school, and they provide a source of infection for other children. They would recuperate faster at home and should remain at home if they have a fever or other flu-like symptoms.



When a student becomes ill, or an accident occurs at school, students should notify their classroom teacher or supervisor, who will send or take them to the office.

Depending on the severity of injury, First Aid may be administered by trained individuals. If the student appears to be seriously ill, or require further medical treatment, a parent or emergency contact will be notified. **Please ensure that the school has your current contact information for this reason.** If the parent cannot be reached and the illness appears serious, a doctor or **ambulance may be called at the parent's expense.**

INCIDENTS: Every precaution is taken to prevent mishaps in which students are injured but sometimes such incidents occur. In the case of any type of injury, the student should report what happened to his teacher or a staff member. If medical attention is required, the teacher or a staff member, will bring the student to the office and he/she will be taken care of. If serious, parents will be contacted. In a serious accident situation, such as back or head injuries, an ambulance will be called immediately.

MEDICATION: If a student is required to receive oral medication of any kind, a request form from the parent must accompany medication that is to be kept in the office. The **parent AND the doctor** prescribing the medication must sign a form. Prescribed medication will be kept by school personnel and upon your request, may be administered by school administration. The school cannot distribute over the counter pain or cold medication or the like.

CLOSED CAMPUS POLICY: Except in the case of students who go home for lunch, we assume that parents expect that their child will remain on the school grounds at all times. Also, please let us know if some other person is to pick your child up either during the day or after school. These precautions are necessary to ensure the safety of your child(ren).

VISITORS: To ensure the safety of our students **all visitors to the building must enter through the front door.** All other doors are locked from the exterior at all times. All doors in the school remain fully functional as exit doors so that students, staff and visitors can safely evacuate the building in case of an emergency.

STUDENT DRESS: The home and the school need to cooperate in the matter of dress. School is the child's place of business and children should dress appropriately. Clothing must be appropriate for the activities that students participate in. All students need appropriate indoor shoes for physical education. Clothing with obscene suggestions or defamatory remarks or pictures are not allowed.

STUDENT VALUABLES: Students are to leave all valuable items at home as we cannot be responsible for articles that go missing. If students must have a cell phone we request that it be left in the office for safekeeping or in their backpacks. Students will not be allowed to use their cell phones during the school day unless teacher permission is granted for the purpose of accessing class related learning resources. Students needing phone access may use the student phone in the office with teacher permission and parents can leave messages at the office for their children.

NOON-HOUR PROCEDURE:

- Having lunch at school is a privilege, not a right. Students who do not follow school rules on a regular basis will be denied this privilege.
- Students are responsible for leaving the classroom clean and following instruction from the noon hour supervisors.

ALLERGIES & ANAPHYLAXIS: Please be advised that we do have students and/or staff in our school who have severe allergies to specific substances.

People with severe allergies are at risk of having an extreme reaction (anaphylaxis) should they be exposed to an offending substance. Your cooperation in helping keep our environment safe for all students, staff and visitors is greatly appreciated. Our school is nut-aware, which means that we teach students how to use precaution when bringing nuts or other allergens to school.

SCENT AWARE: We have students and staff with allergies to strong scents. Please do not wear perfumes or strong scents into school.

NUTRITION: Developing good eating habits is an objective of the health curriculum. All students are encouraged to bring healthy foods to eat during breaks and lunch time. We would ask that parents send healthy snacks for classroom parties and to celebrate birthdays. Many classrooms discourage juice boxes as they are high in sugar content and they are a breeding ground for fruit flies when not emptied properly for recycling.

SEVERE WEATHER CONDITIONS: Please ensure that your child(ren) are dressed appropriately for the weather – rain, snow or cold! Unless announced on public radio, the school remains open during all inclement weather, including snowstorms. During inclement weather students will be allowed to enter the building when they arrive, rather than waiting for the entry bell.

Cancellation of outdoor recess: Recess is important in that it provides a chance to get some fresh air and physical activity. School District No. 5 policy dictates that outdoor recess will be cancelled when Environment Canada determines that the temperature is below -23C (with or without wind chill). At T.M. Roberts, we bring students inside when the weather is -20C. Outdoor recess may also be cancelled on very rainy days, but students will be sent outside in a light rain. Please ensure students are wearing, or have in their backpack, appropriate clothing for seasonal weather.

Should weather conditions not permit an outdoor recess; students will stay in their classrooms and enjoy an indoor recess break.

SCHOOL VISITORS: In order to keep our building secure, all visitors to T.M. Roberts School must report to the office when they arrive at the building. Students from other schools or friends of T.M. Roberts students are not allowed to visit during the school day without the permission of the Principal or designate.

ENVIRONMENTAL STEWARDSHIP: At T.M. Roberts School, we feel it is essential that we set a positive example in attitudes and actions in respect to the environment. We actively teach conservation and environmental concepts in the classrooms and make use of environmentally friendly practices in the school. We reuse and recycle paper and actively look for ways to conserve materials and energy. We have a recycling club who take care of and organize the school's recycling. Please remember T.M. Roberts is an idle-free zone.

SMOKE FREE ENVIRONMENT: T.M. Roberts School is a smoke-free environment. Please do not smoke in the school or on the grounds at any time.

LOST AND FOUND: Students are responsible for their personal property. It is recommended that all items of clothing and school supplies be identified with the child's name. Please ensure that outdoor boots and running shoes are also labeled.

Misplaced items are placed in the lost and found box. Please check regularly for missing articles. Three times per year (Prior to Winter Break, Spring Break and year end) misplaced items are displayed for claiming. Any items remaining are washed and donated to a worthy charity.

STUDENT PLACEMENT: Teachers and support staff take many aspects of each child's strengths and challenges into consideration when placing them into their new class grouping, including academic needs, social strengths, independence, work habits, classroom balance, and other factors. We believe that by using these criteria our school will be able to provide the best possible learning environment for all of our students. Parent concerns received in written form that are related specifically to these considerations will also be taken into account, however the final decision does rest with the Principal.

SAFETY PROCEDURES

TRAFFIC SAFETY: TMRES is a large school, and we are growing. As many of our families come from all over town, we have a lot of cars doing morning drop-off and after school pick-up. To reduce congestion and to keep our students safe we have the following parking rules:

Pick-up / Drop-off Loop:

- 30 sec Maximum stopping time;
- No parking;
- Do not leave your vehicle.
- Do not block entrance/exit to staff parking lot.

Staff Lot: No parent vehicles in staff parking lot, along back fence, or beside covered area. Parents of students who require a wheelchair need access to the area beside the covered area.

Kindergarten Pickup: We ask that Kindergarten parents not use the drop-off loop as Kindergarten students are dismissed from their classroom and you must leave your car to pick them up.

Bus Lane: The front of the school is reserved for busses during school hours. Staff and parents cannot park in that area.

Thank you for helping us keep our students' safety a priority during this busy time.

IDLE FREE ZONE: In our ongoing efforts to promote environmental stewardship, the streets and parking areas surrounding T.M. Roberts have been designated as Idle Free Zones. We ask for the cooperation of parents and staff as we ask all drivers to turn their vehicles off and to avoid unnecessary idling.

BICYCLES/SCOOTERS/SKATEBOARDS: Students who bring bicycles, roller blades, skateboards or scooters to school do so at their own risk. Students are responsible for ensuring bicycles are locked in racks, immediately upon arrival to school, and that they wear a helmet when riding, as is required by law. Students who roller blade to school must change into shoes upon arrival. Rollerblades are to be removed prior to entering the school. Scooters are expected to be collapsed then carried to classrooms for storage. Skateboards are to be carried to classrooms for storage. For the safety of all students, wheeled devices are not to be ridden on school grounds during recess breaks. Wheeled shoes are not permitted in the school or on the playground.

FIRE AND SCHOOL SECURITY ALERT DRILLS: Fire and school security alerts are part of normal routines to keep students safe. In addition to being committed to improving student achievement by focusing on teaching and learning, School District No. 5 is dedicated to ensuring the health and safety of students and staff.

Effective emergency response plans include opportunities to practice safety and evacuation procedures as a way of ensuring everyone's safety in the event of a real emergency. **All students, TMRES staff and visitors to the school are expected to participate in security alert and fire drill procedures.**

What is a security alert?

A school security alert occurs in response to an outside situation or perceived threat and generally involves keeping students and staff protected inside a locked school – sometimes with window blinds drawn. While each security alert is tailored to respond to a specific event, it is a precautionary measure taken by the school principal, working as needed with other authorities, to keep students and staff safe while the situation is investigated within the school or nearby. In many instances, classes continue as usual and students are dismissed when conditions are safe.

What are the reasons for a security alert?

There are a variety of situations that require keeping students inside the school or a classroom until the external environment is safe. These situations can include:

- chemical spill in the neighbourhood
- gas line leaks or burst pipes
- downed power lines
- persons with weapons or illegal substances
- threats of violence
- loose animals deemed potentially vicious
- non-custodial parent issues

Be assured that School District No. 5 have policies and procedures in place to deal with unusual circumstances and emergency situations.

In the event that you (**parents and volunteers**) are in the school **during a fire drill, please exit the school through the closest exit and proceed to the back of the school** where you will check in with Administrative staff. As you have signed in at the office upon your arrival to the school it will be important for us to know you have vacated the building safely.

In the event of a security alert, if you are in a classroom, please follow the instructions of the teacher. If in another part of the school, and in a space with a lockable door, please ensure the door is locked and remain there until the "all clear" signal. Should you be in a place without a locked door, please proceed immediately to the nearest classroom or school office.

STUDENT TRANSPORTATION POLICY

The Board recognizes the importance of optimum safety in the transportation of its students. In circumstances whereby the use of school buses is not a viable option, the following policy will apply for volunteer drivers.

Volunteer Drivers S.D.5 (S.E. Kootenay) Section 5.7

Volunteer Drivers will:

- follow the Motor Vehicle Act
- Provide a booster seat for students under 48 inches tall and 9 years of age.
- provide a seat belt for every passenger in the vehicle
- be required to obtain a current **Driver's Abstract** on an annual basis (from Access Centre)
- be required to complete a **Criminal Record** and a **Criminal Records Check for a Sexual Offence**

VOLUNTEERS

Volunteers are an integral part of our school community. They often work in the library, provide clerical assistance to teachers, accompany class field trips and work directly with students to support skill development. The only qualification needed is a desire to help children, and we welcome your assistance. Volunteer forms can be obtained from the school office. All visitors/volunteers are required to report to the office to sign in prior to going to a classroom or on a fieldtrip. For reasons of safety, or in the event of an emergency, this allows administration to know who is in the building. Depending on the activity, volunteers may be required to obtain a criminal reference check. To do so free of charge, please see the school Principal for a letter. Criminal reference checks are valid for 5 years.

T.M. ROBERTS SPORTS

At T.M. Roberts School, we offer a wide spectrum of athletic activities that include participation in all District leagues plus various life-sports activities at various grade levels. Our goal is to maximize participation for our students and to this end all students participate with equal playing time during league play. We expect all participating athletes to meet high standards of sportsmanship and effort. Students are expected to be committed to the team, our school and their learning. Students who are on suspension will not be allowed to participate on the team for the length of their suspension.

EXTRA CURRICULAR EXPECTATIONS

At T.M. Roberts School, we value participation in extracurricular activities. Students participating in extracurricular activities are ambassadors for our school and are expected to meet the following guidelines. If a student does not meet one or more of the guidelines he/she may be denied the opportunity of participating in that activity. A decision will be made with the classroom teacher and administration.

School Work, Students will...

- ...complete all class work to date (make up missed class work)
- ...follow classroom and school rules and guidelines.

Team Participation, Players will..

- ...attend all practices (inform coach if need to be absent).
- ...demonstrate sportsmanship by encouraging teammates, respects opponents, referees, and equipment

PARENT ADVISORY COUNCIL

Parents make a big difference in our school learning community and our PAC is an important part of TMRES. Every parent in the school is a member of the Council whether they are able to attend the meetings or not. The Parent Advisory Council (PAC) exists to promote the welfare of our children. This group plans events and fundraises to benefit the school and the students. All parents of children are invited and encouraged to attend the T.M. Roberts PAC meetings. Meeting dates and times are announced in the school newsletter.

PAC contacts are (2019-2020):

- **Chairperson:** Terra Wilson
- **Vice-Chair:**
- **Treasurer:** Marie Biggy
- **Secretary:**

- **Hot Lunch Coordinator:** Somer Wolfs
- **DPAC Reps:** Rhonda Sheridan and Krista Scavo
- **SD5 Trustee:** Trina Ayling

École TM Roberts School Behaviour Expectations

Location	Be Thoughtful	Be Motivated	Be Responsible	Be Safe
All Settings	Quiet voices. Take turns. Walk quietly. Use kind words and actions.	Set personal goals. Be on time. Participate with enthusiasm. Give your best effort.	Come prepared. Follow the rules. Keep all areas clean. Dress appropriately.	Hands & feet to self. Honour personal space. Use materials & equipment appropriately.
Playground	Share equipment & space. Include others. Treat others kindly.	Be a good sport. Share a smile. Enjoy your time outside.	Stay in designated spaces. Listen to the supervisor. Enter quickly at bell time.	Leave sticks, snow, rocks on the ground. Get help when needed. Use equipment safely.
Hallways / washroom	Walk quietly. Respect other classes in session. Help others. Flush. Wash hands.	Return to class on time.	Keep all areas clean. Respect hallway displays.	Exit through own classroom door. Walk. Keep hands to self.
Classroom	Listen. Honour personal space. Include others.	Be ready to learn. Participate actively. Raise your hand. Work to your best.	Come prepared. Complete all work. Care for supplies.	Use equipment & supplies safely. Push chairs in. Keep aisles clear.
Bus	Remain in seat. Share seat. Hands & feet to self. Use quiet voices. Put litter in the garbage can.	Be on time. Enjoy the ride.	Keep bus clean. Respect and listen to the driver. Ask before opening the window and close it afterwards.	Sit in seat. Keep aisles & emergency exits clear.
Assemblies	Sit & listen quietly. Clap appropriately. Enter & exit quietly.	Participate. Encourage others. Learn from the speakers.	Be attentive. Use washroom before entering the assembly.	Walk. Line up quietly. Keep exits clear.
Library	Quiet voices. Move quietly. Return books to correct place. Push in chairs when leaving.	Read & research. Use time wisely. Help others select books. Ask questions.	Take care of books. Return books on time. Treat books with care.	Share space. Reach only if safe.
Gym	Wait for your turn. Respect game rules. Include & encourage others. Congratulate others.	Try your best. Set new goals. Participate with enthusiasm. Have fun.	Play by the rules. Use gym shoes. Return equipment. Wait for your turn. Use equipment gently. Help others.	Heads up. Tie your shoes. Listen to the whistle & instructions. Use care in all games. Use gym only when supervised.
Garden	Take care not to step on any plants.	Take care of the plants by learning about what belongs there.	Keep the ground clean. Be careful not to break anything.	Keep your feet on the ground.

