

## **Principal's Message**

On behalf of the staff at Kingswood Elementary School, I extend a warm welcome to all students and their families. A bright new school year awaits us—with lots of excitement, anticipation and learning ahead. I am thrilled to be joining the learning community at Kingswood, and look forward to getting to know our students, their families, and our staff. I hear many wonderful things about this school, the community, and the all the work that supports our students.

This handbook contains a variety of information about our school. Please keep this as a reference throughout the school year. The **Kingswood Elementary Code of Conduct** and the **Plan for Communicating Student Learning** are both important documents for parents, and are contained in this handbook.

\*\*Future monthly newsletters and calendars will be emailed to families. If you wish a paper copy of the monthly news or calendar, please contact Mrs. Ritcey, our administrative assistant.

## **The School Day**

8:35 am	First Bell
8:45 am	Classes Begin
10:20 am	Recess Begins
10:35 am	Recess Ends
11:45 am	Lunch Begins
12:55 pm	Classes Begin
2:25 pm	Grades P-2 dismissal
2:55 pm	Grades 3-6 dismissal

## **School Advisory Council**

Our school advisory council is composed of 12 members: four elected parents, four elected community people, and four elected staff members. The principal is a permanent non-voting member. This group meets on a regular basis to discuss issues pertinent to school life. Its role is strictly advisory in nature. Meetings will be publicized in our monthly School Newsletter and are open to anyone who wishes to attend.

## **Parent School Association (PSA)**

At Kingswood Elementary School we are fortunate to have an extremely active and highly supportive group of parents in our PSA. The group meets about eight times a year and all meetings are well publicized. We encourage parents and caregivers to attend to share their thoughts and ideas. Our first PSA meeting will take place on Monday, September 22, at 6:30 pm, in the school library. We hope to see you there!

## **Administrative Services**

Our office area is located immediately to your right as you enter the foyer of the building. In that area we have a Principal (Mme. MacIntyre), Vice Principal (Mme. Thompson) and Secretary (Mrs. Ritcey).

## **French Immersion and English Programs**

Kingswood Elementary School offers both the English Program and the Early French Immersion Program. The only entry point for the French Immersion Program during the elementary years is grade primary. Currently students going to grade seven at Madeline Symonds Middle School have the option of going into the Late French

Immersion Program. Grade seven is the second point of entry into an immersion program. French Immersion is an added challenge for students when they begin their education. For many students this program provides a wonderful opportunity to learn a second language. It is up to parents to decide whether or not they want this option for their child as they start school. Canadian Parents for French is an organization that supports English speaking parents of students who are in an immersion program.

### **Resource and Learning Center**

Resource and learning center support at Kingswood is aimed at meeting the diverse needs of students. In consultation with classroom teachers, parents, caregivers, and outside agencies, resource and learning center teachers identify students with learning needs, provide remedial help, work with teachers to adapt classroom instruction, and help parents and caregivers with home support programs. They also provide support to Educational Program Assistants who work with children with special needs. Sometimes program adaptations are used to help children achieve outcomes and in other circumstances it may be determined by the school planning team that an Individual Program Plan is required to best help a student learn effectively.

### **Speech & Language Services**

Our students experiencing speech and language difficulties have access to one of the school board's speech-language pathologists. Referrals are processed through the school team, but parents and caregivers frequently identify many speech-language concerns.

### **School Psychologist**

Our school psychologist receives referrals for students deemed to be in need of the services the psychologist can provide. Students are not referred to a school psychologist without written consent from parents. While there are a range of services that can be provided to students, the most common is for purposes of assessment. A psycho-educational assessment can provide valuable information about how a child learns best as well as identifying areas in the child's learning profile that need to be addressed in a very specific way.

### **Library Services**

Our school library serves as an important supplement to instructional programs. Our librarian assists children with the organization and use of a library, and provides staff with resource materials.

### **Communication**

There are four main ways in which Kingswood School communicates with home to keep parents/caregivers informed of their child's progress and provide information about activities and issues occurring at school:

- 1) Curriculum Night is on October 2<sup>nd</sup> this year. This will give you the chance to meet teachers and learn about curriculum and assessment for this year.
- 2) The Parent School Association meets throughout the year. These meetings are open to everyone.
- 3) A school Newsletter is sent home every month.
- 4) Parent and Guardian visitation appointments are held twice a year. The first opportunity is in early November. The second visit occurs April.

When a parent has a concern about their child, the first point of contact should always be the classroom teacher. Sometimes parents may have concerns that do not involve the classroom teacher and in those cases the parent may choose to contact the Principal or Vice-Principal directly. Matters of general concern to the safety and care of students should be shared with the administration. Parental insights about issues related to the safe and effective management of the school are helpful. Parents should not hesitate to contact teachers or administrators with any need, question or suggestion they feel is important and in the best interest of students.

### **Safe Arrival**

Kingswood Elementary operates a Safe Arrival Program that begins in early September after registration is complete. If your child is going to be absent from school or late arriving, it is necessary that you telephone Safe Arrival at 832-5522 extension 1, to notify the secretary of the absence or delay before 9am. This number is connected to a telephone answering service that is on 24 hours a day to receive your message. For parents with internet access you may email a message to: [kingsafe@hrrsb.ns.ca](mailto:kingsafe@hrrsb.ns.ca).

### **Peanut and Nut Smart School**

For the past several years, our school community has made great efforts to become “a nut smart school”. We have several students who have severe, life-threatening allergies to nuts and nut by-products. We are pleased with the cooperation demonstrated by parents and students. Everyone has made such great

efforts to ensure that children avoid bringing snacks or lunches containing nuts, nut butter, or nut by-products.

We are continuing our efforts as a nut smart school and we really appreciate the understanding and cooperation of all families.

### **No Scents Please**

There are several students and staff in our building who are extremely sensitive to scented products (e.g. perfumes, colognes, etc.) and chemical sprays. When these scents are present in our school, these individuals become ill and their health is threatened. When visiting, volunteering, or working in our school, *please do not wear scented products*.

### **Supervision/Early Entrance/ Lates**

The staff of Kingswood has the best interest of your child at heart. We want your children to be safe, happy and enjoy their educational experiences. For these reasons we want to bring the following matters to your attention, and request your cooperation. Students are not supervised on the playground prior to 8:25 AM, it is requested that students not come to school too early. Also, students should go directly to their caregivers at the end of each day. Students who are late must sign into the office upon arrival. If you are dropping your child off at school, it is important to abide by some safety rules regarding vehicles. Please regard the parking and stopping signs in front of the school carefully. We have had a few “close calls” because some drivers have been a little rushed and careless.

### Lunch

All students are permitted to stay for lunch each day. The students either eat in their classrooms or the cafeteria, and are supervised by lunch monitors. The cafeteria at Kingswood Elementary is run by a private food service provider. A menu for what is offered each month is sent home with the students. You can view the menu from a link on our web site. Students may also go into the cafeteria any day before school and order lunch for that particular day. When a student is absent and has pre-ordered lunch, parents should phone the cafeteria staff (832-9543) before school starts to cancel the lunch in order to receive a credit for another day. The cafeteria also sells healthy snacks at recess.

### EXCEL Child Care

The HRSB has a partnership with EXCEL Child Care at Kingswood. They have a morning and afterschool program that you might be interested in taking advantage of. The EXCEL contact number is 464-2000 if you require more information.

### Storms and Emergency School Closure

The decision to cancel school in the morning will be made as close to possible to 6 am as possible and will be communicated on the radio, the HRSB website, the main switchboard and through the school cancellation phone number... 464-INFO (4636). Listen to the radio for any cancellation news—we belong to the **Charles P. Allen High Family of Schools.**

It is imperative that children know where they are going if school is cancelled in the middle of the day. Students in grades

Primary-Six will not be released from school unless parents/designates have been informed directly using the school communication network. In case of an emergency all students and staff would be evacuated and we would walk to one of our Emergency Sites, either the St. James Catholic Church on Hammonds Plains Road, or the Connerstone Wesleyan Church across the Hammonds Plains Road.

### Telephone

The office telephones should be used by office staff only. In cases of emergency, illness, or extenuating circumstances, students are able to phone home. We encourage students to come to school prepared with all necessary belongings and to make after school arrangements in advance. Students are not permitted at any time to use school phone lines to set up after school visits to a friend's house.

We recognize that cell phones are considered a safety measure by some parents. In such cases, students may have their telephones with them, but they must be out of sight during the school day.

**\*\*Students are not permitted to make or receive calls or texts while at school, without permission and supervision by their teacher.**

The school administration assumes no responsibility for cell phones that are damaged, lost or stolen. Students who use their telephones contrary to school rules will lose the privilege of being able to carry their cell phones while on school property, including school buses. *The inappropriate use of cell phones (including photo taking) will result in the telephone being taken away by the teacher and parents will be contacted*

*to make arrangements to pick up the phone at the office.*

### **Medication in School**

Parents are responsible for the administration of medication to their children; however, parents may request the school to administer medication with a signed form from their doctor. Only the principal or designate may administer medication. There must be a signed form from the doctor if a student is to self-administer medication (i.e. puffers). Also, all medication must be in its original container if it is going to be kept in school.

### **Clothing**

Parents are advised to label clothing. Any articles that remain unclaimed are collected and placed in our lost and found. Leftover clothing is donated to a non-profit organization a few times a year. Also, students should wear clothing appropriate to the outside conditions. Hats and other headwear should be removed when entering the building. Coats and outside footwear should also be removed and neatly arranged on the coat rack. Students are encouraged to wear indoor footwear at all times while inside the building. Clothing which displays offensive words, slogans, pictures or promotes alcohol, drugs, violence, sexism or racism is unacceptable. Clothing which attracts disrespectful attention is inappropriate. Belly, back and underwear must all be covered. No spaghetti straps allowed, but thicker straps on tank tops are fine. Your cooperation in this respect is greatly appreciated.

### **Extra-Curricular Participation**

Kingswood Elementary School offers an extra-curricular program for students at lunch and after school. Activities include intramurals, lunch hour choir as well as numerous other clubs.

To be eligible for any extra-curricular program, students must maintain good behavior and demonstrate positive work habits and a cooperative attitude.

### **School Safety**

The safety of your children is our number one priority at Kingswood Elementary School. In order to keep our building very safe for your children, we ask that all visitors pay attention to the following measures when coming to the school...

Parents/Visitors who come to the school must enter and exit through the front entrance only. Visitors must not enter through any side doors. All visitors must sign in immediately at the office and wear a visitor's tag. Signage indicating such will be posted throughout the school.

In addition, the school has a number of safety drills throughout the year. These include Fire Drills and Isolation Drills.

We also ask that dogs not come onto our playground during school hours and dismissal times.

### **School Bus**

**Stock Transportation** provides bus service to eligible students. (Residence 2.4 km from school) Enquiries concerning bus stops and

other transportation information should be addressed to Stock at 481-8400. While the bus driver assumes full responsibility for the safe transportation of all students the school shares the responsibility for student behaviour with the driver and the parents, both on the bus and at the bus stops. Student misconduct will be reported according to an established procedure and parents advised immediately.

## **Kingswood Elementary School** **Code of Conduct**

### **Administrators' Message**

We believe that an effective and consistent discipline policy will provide a secure environment in which students may reach their full potentials. We have a program in our school called PEBS (Positive Effective Behavioural Supports). It is a program that we use to inform our students of the positive deeds that they do. Every day teachers recognize our students for the way that they demonstrate acts of respect (for themselves, for others, for learning and for the environment). The school has developed a new Code of Conduct Matrix that is posted on our Web Site and in every classroom.

Supporting children is a shared responsibility among parents, caregivers, teachers and students. The purpose of discipline is to promote the learning of self-control and change inappropriate behaviour. We will strive to help students make appropriate choices and when they don't, we will help them realize they need to take responsibility for their actions and participate in the solution to the problem behaviour. Our primary goal is to promote positive behaviour and we will always take in consideration the age and development of the student as situations arise.

### **Philosophy**

It truly does take a village to raise a child. Here at Kingswood Elementary School, we strive to provide a safe, caring, respectful and orderly climate, which allows students to develop their full potential. Successful development of this goal can be supported and promoted by a code of discipline that helps individuals develop self-control and the ability to cooperate with others. Parents, teachers, and students must share the responsibility for behavior and learning.

### **Principles**

A discipline policy should encourage students to make good choices, to make a commitment to behavioral change, and to accept the consequences for their actions. The ultimate goal of an effective discipline policy is for the students to develop self-discipline.

### **Peacemaking Rules**

1. Find out what the problem is by talking to each other.
2. Listen to each other with an open mind.
3. Treat a person's feelings with respect; the same way you would like to be treated.
4. Take responsibility for what you do and say.

### **Examples of Appropriate Behavior:**

- Being prepared for the day's work (materials ready, homework finished)
- Being respectful
- Displaying a positive, cooperative attitude
- Walking quietly in the hallways
- Listening carefully
- Helping others
- Asking permission to use someone's materials

- Demonstrating honesty, trust, and kindness

For appropriate behavior, one or more of the following actions may occur:

- Self-satisfaction
- Positive reports to parents or guardians (phone calls, notes, etc.)
- Verbal recognition in front of peers
- Smile or handshake by staff member
- Positive referral to principal
- Written recognition
- Commendation letters

### **Examples of Inappropriate Behavior**

- Chronic minor offences
- Tobacco use
- Profanity
- Disrespect or Insubordination
- Failure to obey instructions
- Forging Notes
- Theft
- Shoving/pushing/scuffling
- Acts of misconduct that create safety hazards
- Vandalism
- Inappropriate use of cell phone
- Disruption to school operations
- Verbal Abuse
- Racial misconduct
- Sexual Harassment
- Physical Abuse
- Bullying
- Weapons

### **Range of Possible Consequences**

- Instruction regarding school expectations and appropriate behaviors
- Conference with student/parent
- Apology

- Withdrawal of Privileges
- Referral to Guidance
- Referral for Behavioral Assessment
- Detention
- Restitution
- Participation in sensitivity training appropriate to student's age
- Involvement with school police liaison officer/fire marshal as appropriate
- In school suspension
- Suspension

### **Rights & Responsibilities**

**Students have the right to:**

- Be happy and treated with compassion in this school.
- Be safe in this school.
- Expect their property to be safe in this school.
- Hear and be heard in this school.
- Learn about themselves and others in this school.
- Learn-self control in this school.
- Expect that all of these rights will be theirs in all circumstances so long as they are exercising their full responsibilities.

**Students have the responsibility to:**

- Treat others with compassion.
- Respect others as individuals.
- Do their part to make this school safe.
- Help maintain a calm, quiet school.
- Learn about themselves and others in this school.
- Learn self-control in this school.
- Protect their rights and the rights of others by exercising their full responsibilities in all situations.

## **Plan for Communication Student Learning**

The Staff of Kingswood Elementary School are committed to communicate the results of student learning to parents and to promote an atmosphere where parents are encouraged to understand and support their child's progress. Effective communication and mutual support between home and school are essential to promote a child's success in school. Contact your child's teacher any time you have questions or concerns. Please see the Schedule for Communicating Student Learning on this page.

### **Introduction**

The Halifax Regional School Board has developed a Student Assessment and Evaluation Policy based on guidelines from the Department of Education. As part of the policy each school must develop a plan to communicate student learning to parents and the community. Our school plan will explain what we do at Kingswood to assess and evaluate your child's learning, and how we will communicate to you our expectations for learning and achievement. In some cases the communication process may be adapted in order for parents/guardians to be clear on their child's development. Additional opportunities will occur whenever parents or teachers deem it appropriate to review a child's progress.

### **Outcomes**

<b>Schedule for Communicating Student Learning</b>	
September	Parent Information Night/ Curriculum Night
October	IPP Meetings
November	Parent-Teacher Interviews #1 First Term Report
December	Musical & Cultural Presentations
January	Resource Reports
February	Cultural Events & Presentations
March	Newsletter Musical Presentations
April	Parent/Teacher Interviews #2 IPP Meetings Second Term Reports Education Week Activities
May	Musical Presentations Primary Orientation
June	Final Report Card Resource Reports IPP Meetings

The Department of Education has developed a learning outcomes framework for each curriculum area. Learning outcomes are statements of what students are expected to know and be able to do as a result of their cumulative learning experiences from primary to grade twelve. The Department of Education has developed curriculum documents describing General Curriculum Outcomes for a particular subject area, Key-Stage Curriculum outcomes for grades three, six, nine and twelve, and Specific Curriculum Outcomes for each grade level.

### **Assessment and Evaluation**

Improving student learning is the primary purpose of assessment and evaluation. Since assessment and evaluation are integral



parts of the same reflective process, it is important to be clear on what each term means.

- Assessment is the systematic process of gathering information on student learning.
- Evaluation includes analyzing, reflecting upon, summarizing and then making decisions/judgments based upon the assessment information gathered.

### **The Report Card**

Grades and report cards will be based solely upon individual learning and will accurately reflect achievement of the outcomes as defined by the provincial curriculum and/or individual program plan. As such, individual student achievement will:

- Be measured against defined curriculum outcomes rather than compared to other students or measures of individual academic growth;
- Not be based on measures, such as: students' social development and work habits, bonus points, student absence, missed/late assignments, group scores, neatness, etc.

The report card consists of:

*The Learner Profile* – which indicates the student's social development and work habits.

*Attendance record* – records days absent for each month during the reporting period.

*Achievement of Expected Learning Outcomes* – achievement is noted for each subject area that the child is taking. At the primary level the results will be anecdotal only. At the grades 1-6 level the student will be given a mark as well as anecdotal comments. (These marks are defined at the top of page 2 of the report card.)

*Individual Program Plan* – reports for students on an IPP will be based on their specific individualized outcomes. Reports will indicate the focus of instruction, student progress (except primary students) and anecdotal comments.

### **Assessment and Evaluation Strategies**

Teachers use a wide variety of assessment activities, tasks and strategies to ensure a balanced assessment of student learning. Your child's assessment and evaluation will be based upon a cross-section of the following:

- Formal and Informal Observations
- Anecdotal Reports
- Checklists
- Portfolios (a collection of student and/or teacher selected works)
- Running Records (used to assess reading ability)
- Reports
- Projects
- Presentations
- Tests (Classroom, School Board and Provincial)
- Rubrics (sorting scales)
- Daily Work Samples
- Demonstrations
- Dramatizations
- Class Trips/Special Events/Concerts
- Self-Assessment
- Peer Assessment
- Questioning

- Conferencing
- Journals

### **Parent Concerns**

Parents who have concern regarding their child's progress should contact the child's classroom teacher. After speaking with the teacher, parents who want further clarification and/or a formal meeting may contact school administration.

### **School Concerns**

Teachers may contact parents at times other than scheduled reporting dates to discuss a child's progress. Your child's teacher might phone you, write a note and/or set up an appointment that is mutually convenient to discuss concerns.

### **Planning for Students with Special Needs**

Each and every child at Kingswood Elementary is special and unique, with personal strengths and challenges. Kingswood School is committed to supporting the learning of all students. Teachers will communicate to parents the programming adaptations required for assessing and evaluating achievement and growth relative to the expected learning outcomes. Individual Program Plans (IPPs) will include how the student's progress and achievement will be assessed, evaluated and communicated. When reporting on the achievement of students on IPPs, evaluations will be based on the student's

progress in meeting the individualized outcomes in their program plan.

### **Professional Development/Assessment and Evaluation**

During the course of every school year, the HRSB and the Department of Education allow days for professional development. PD days are an important part of our ongoing development and training. We also have some days for assessment and evaluation. Here are the dates for this year:

- ◇ September 29<sup>th</sup> (PD)
- ◇ October 24<sup>th</sup> (PD—Provincial Conference)
- ◇ November 17<sup>th</sup> (PD-morning/Parent/Teacher Interviews-afternoon—no classes)
- ◇ December 1<sup>st</sup> (Assessment/Eval.)
- ◇ February 17<sup>th</sup> (PD)
- ◇ March 27<sup>th</sup> (Assessment/Eval.)
- ◇ April 22<sup>nd</sup> (PD-morning/Parent/Teacher Interviews-afternoon—no classes)
- ◇ May 16<sup>th</sup> (PD)
- ◇ June 29<sup>th</sup> (Assessment/Eval)

**\*No school for students on these dates.**  
**Also note that on November 13th and April 30th, we will dismiss at 11:30 for Parent/Teacher Interviews**

