

Principal's Message

Welcome and welcome back to Kingswood Elementary School! We hope that everyone has had a wonderful summer and that you are as excited as we are to get back to school. We look forward to working with all of you throughout the school year.

This handbook contains a variety of information about our school. Please keep this as a reference throughout the school year. Monthly newsletters will be emailed to families, and you can find our calendar of events on our school's webpage. If you wish a paper copy of the monthly news or calendar, please contact Ms. Kennedy at the main office.

The School Day

Note: Supervision begins at 8:25 am. This is the earliest time students may arrive.

8:40 am	First Bell	
8:45 am	Classes Begin	
10:25-10:40am	Recess	1 st
11:45am-12:45pm	Lunch	
2:55 pm	Dismissal	

Administrative Services

Our office area is located immediately to your right as you enter the foyer of the building. The administrative team is made up of Mrs. Briand (Principal), Ms. Walsh (Vice-Principal) and Mrs. Kennedy (Assistant). If you are dropping off a child or a lunch or picking someone up, please call the office at 902-832-5522 or ring the doorbell and we will assist you.

Nut Aware for Student Safety

Please do not bring any food or that may contain peanuts or other types of nuts to school. We have several students and staff with life threatening allergies to nuts. Thank you for your cooperation!

Kiss and Go/Traffic Safety

The "Kiss and Go" area is just that. It is an idle free zone where parents/guardians may stop, give a quick kiss, and send their child off to school. While we encourage parents to have children take the bus, we realize that some mornings require a drive to school.

Here are our Kiss and Go procedures:

- Pull your car up as far into the zone as possible to allow for smooth traffic flow.
- **Do not get out of your car.**
- Students get out of the car on the curbside, for safety reasons.
- **Do not pass other cars in the "Kiss and Go".**
- Encourage independence – students should be able and ready to open their own door and drop off staff will be there to supervise for safety.
- If you must get out of your car to help your child, **please park at the top of the parking lot** to avoid obstructing traffic, and potential accidents/injuries.
- Backpacks should be in the backseat with students for a quick exit from vehicle.
- Once your child is safely on her/his way, pull out safely, as traffic allows.
- Have a safe and happy day. ☺

School Safety and Access

We have a door monitoring/lock system and security cameras to help keep our building secure and our students safe.

Anyone entering the building must ring the doorbell, identify themselves and then report to the office.

Unless necessary, we encourage parents to call the office or ring the doorbell and we will assist you at the front door.

In addition, the school has a number of safety drills throughout the year. These include Fire Drills, Lockdowns, and Isolation Drills. More information on such drills will be sent home in the fall.

We remind families that dogs are not permitted on our playground during school hours and dismissal times.

Caring Schools Communities

At Kingswood Elementary, we pride ourselves in working together, and being part of a caring community. Our students are an important part of our community, and we believe in teaching peacemaking skills.

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.

School Advisory Council

Our school advisory council is composed of the following members: elected parents, appointed community people, and 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. **Meetings will be publicized in our monthly newsletter and on the school website.**

Parent School Association (PSA)

At Kingswood Elementary School, we are fortunate to have an active and supportive group of parents in our PSA. Normally the group meets about eight times a year, all meetings are publicized, and all parents and caregivers are encouraged to attend.

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. Grade Seven is the second point of entry into an Immersion Program. Students going to Grade 7 at Madeline Symonds Middle School have the option of going into the Late French 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 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 support, work with teachers to adapt classroom instruction, and help parents and caregivers with home support programs. We also have Educational Program Assistants who under the direction of the teachers work with children with special needs. Sometimes program adaptations are used to help children achieve outcomes. In other circumstances, an Individual Program Plan is required to ensure a student's success.

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.

Speech & Language Services

Our students experiencing speech and language difficulties have access to one of the Regional Center's Speech-Language Pathologists. Referrals are processed

through the school team, but parents can and should reach out to their child's teacher if they have any 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. They are able to provide the school and our students with a range of services.

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 Elementary 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 will give you the chance to meet teachers and learn about curriculum and assessment for this year.
- 2) A school newsletter is sent home monthly, by email. If you require a paper copy of these items, contact the school office.
- 3) Parent and Guardian appointments are held twice a year. The first opportunity is at the end of November and the second set of meetings occur at the beginning of April.

If parents have 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 the 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 1-833-582-6940**, to alert the school. This number is available 24 hours a day to receive your message. The staff of Kingswood 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 prior to 8:25 AM;** students cannot come to school before this time. 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 **follow 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.



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.*

Lunch

All students are permitted to stay for lunch each day. **Students are expected to follow school rules and the provincial code of conduct during the entire school day, including the lunch hour.** The students either eat in their classrooms or the school cafeteria. There is a schedule for classes to follow. They are supervised by lunch monitors. The cafeteria at Kingswood Elementary is run by a private food service provider. You can view the menu from a link on our website and order online. Students may also go into the cafeteria any morning before school and order lunch for that particular day. When a student is absent and has pre-ordered lunch, parents should cancel the order online before 8am and if it is after that time phone the cafeteria staff **(902-832-9543).** The cafeteria also sells a selection of healthy snacks.

There may be some changes to this as the new Provincial Lunch Program is rolled out.

EXCEL Child Care

The HRCE has a partnership with EXCEL Child Care at Kingswood. They run a morning and afterschool program. Information about this program can be found at www.hrce.ca or you can call the EXCEL contact number is 464-2000 (ext. 2013) if you require more information. This program is open to all of our students from PP-Grade 5.

Storms and Emergency School Closure

The decision to cancel school in the morning will be made as close to 6 am as possible and will be communicated on the radio, the HRCE website and through the school cancellation phone number... 464-INFO (4636). You can also sign up for text messaging from the HRCE. Listen to the radio for any cancellation news—we belong to the **West Bedford 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 Pre-Primary to Six will not be released from school unless parents/designates have been informed directly by the school.

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 to use

school phone lines to set up after school visits to a friend's house.

We recognize that cell phones are considered necessary by some parents. In such cases, students may have their phones with them, but they must be **off and left in their backpacks during the day. This includes the bus, recess, and lunch hour.** Students needing to phone home during the school day are to do so with a school phone, with supervision by a staff member.

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

Toys, Phones, Electronics

The school assumes no responsibility for cell phones or electronics (or other toys or technology) 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) is prohibited and may result in the telephone being held by the teacher or administration, and parents being contacted to make arrangements to pick up the phone. Or it will be returned to the students at the end of the day. We encourage students to leave such toys and electronics at home.

Medication in School

Parents are responsible for the administration of medication to their children; however, parents may request the school to administer prescribed medication with a signed form. Only the principal or

designate may administer prescribed medication. There must also be a signed form from parents/guardians if a student is to self-administer medication (i.e., puffers). Also, all medication must be in its original container when it is in the school. *Please notify the school if your child has any medical concerns/issues.*

Health and Wellness

Some things that will help your child stay healthy:

- Get enough sleep (10 – 12 hours)
- Have a nutritious breakfast and bring a healthy snack for recess.
- Help your children develop habits of cleanliness and independent personal hygiene. Proper handwashing is very important!
- Keep them at home when they are ill (contact the school's safe arrival to report an absence).
- If your child is ill and not able to participate in outdoor recess and lunch, consider keeping him/her home for the day.
- Inform the school of any medical problems that might affect your child's well-being or progress in school.

Head Lice

While head lice can occur at any time, September can bring what can seem to be more cases as children return to school. The school will send home a letter to the whole school community when we become aware of cases. We would also like parents to be vigilant in checking for head lice and advising the school if your child has head lice. We also send home regular reminders to parents to check for head lice and how to

avoid catching them. Any questions can be directed to Capital Health, or you can call the school.

Here are a few reminders:

- Check your child's head regularly.
- Do not share combs, brushes, hats, or any type of headgear. Hats/scarves can be put into a jacket sleeve instead of on a shelf.
- Avoid head-to-head (touching) contact.
- Advise school and any other activity your child attends if you discover that your child has head lice.

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. Coat racks are available for coats and outdoor footwear. Students must 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. Your cooperation in this respect is greatly appreciated.



School Bus

Southland and Stock Transportation provide bus service to Kingswood students. Enquiries concerning bus stops and other transportation information should be addressed with the HRCE at 902-431-4723 or transportation@hrce.ca. The bus driver assumes responsibility for the safe transportation of all students. Students are to follow Code of Conduct while on the bus. Student misconduct will be reported according to established procedures.

Plan for Communication of Student Learning

The Staff of Kingswood Elementary School are committed to communicating the results of student learning to parents and to promoting 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.

Outcomes

The Department of Education and Early Childhood Development (DEECD) 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.

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. Report Cards are sent home three times a year and an explanation of the grading system can be found on the top of page 2 of the report.

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 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