



JAMES KENNEDY ELEMENTARY SCHOOL
ECOLE ELEMENTAIRE JAMES KENNEDY

PARENT/STUDENT HANDBOOK 2010-2011

INTRODUCTION

It is with great pleasure that we welcome you to James Kennedy Elementary. This handbook has been prepared to provide information to you about the school and district and their operation.

Please feel free to contact the teachers or administrators at any time.

SCHOOL MISSION STATEMENT

"Success for all through learning and caring"

"L'apprentissage et la bienveillance mènent au succès"

DISTRICT MISSION STATEMENT

Working together for student success through excellence in education. Empowering all to make quality choices today for opportunities tomorrow.

SCHOOL GOALS

Reading: To increase student comprehension in all forms of reading

GRADUATE PROFILE

The Graduate Profile is the vision statement for the District. All curriculum, administrative and teacher practice, assessment, evaluation and reporting processes, will be directed toward the achievement of this vision. With the support of the family and community, Langley students will be:

Ethical and Respectful Citizens: Who act in caring, principled and responsible ways, respecting the gender, race and cultural heritage of all people and the rights of others to hold different ideas and beliefs.

Democratic Participants: Who, as citizens of Canada and the world, make knowledgeable decisions and take actions which consider the needs of others and are in accordance with the principles, rights and responsibilities of a democratic tradition.

Self-Directed Individuals: Who display initiative, personal responsibility, a positive sense of self-worth and strive for well-being and balance in their personal development and relations with others.

Skilled and Knowledgeable Learners: Who demonstrate high standards of performance in reading, writing, listening and speaking; mathematics; the natural, applied and social sciences; the practical arts, fine arts and applied technologies.

Quality Contributors: Who strive to contribute quality ideas, skills, products and performances that reflect their learning and talents.

SCHOOL BOARD OFFICE– 604-534-7891

4875 – 222nd Street

Langley, B. C. V3A 3Z7

TBA Sept 2010

Superintendent of Schools

TBA Sept 2010

Assistant Superintendent, School Services

TBA Sept 2010

Assistant Superintendent, Educational Services

TBA Sept 2010

Assistant Superintendent, Human Resources

TBA Sept 2010

Secretary Treasurer

TBA Sept 2010

Chief Financial Officer

The most important thing you can invest in your children is time.

STAFF 2010-2011

Intermediate Teachers:

TBA September 2010

Primary Teachers:

TBA September 2010

Principal: Mrs. Walker

Vice-Principal: Mrs. Macdonald

Teacher-Librarian: TBA

Counsellor: TBA

Music Prep: Mr. Hicks/Mr. Barkman

Resource/Learning Assistance: Mrs. White, Mrs. Pynch, TBA

Gifted Teacher: Ms. Macdonald

Special Education Assistants: TBA

Library Technician: TBA

Child Care Worker: Mrs. McIntosh

Administrative Assistant: Mrs. Sollows

Custodians: Mr. Short, Mr. Norris, TBA

Noon Supervisors: Mrs. Lipp, Mrs. Steiger, Mrs. Tomalty, Mrs. Smith, Mrs. Chorney

BELL SCHEDULE

Bells: Warning Bell – 8:55 a.m.
Classes Begin: 9:00 a.m.
Recess: 10:30 – 10:45 a.m.

Lunch: 12:15 – 12:55 p.m. - Warning Bell
Afternoon Classes Begin: 1:00 p.m.
Dismissal: 2:45 p.m.

KINDERGARTEN BELL SCHEDULE

9:00 a.m. - Classes Start
10:30-10:45 a.m. - Recess
11:30 a.m. - Dismissal

12:15 p.m. - Classes Start
1:05 - 1:20 p.m. - Recess
2:45 p.m. - Dismissal

- Office Hours – 8:15 a.m. – 3:45 p.m.
- Instructional Time Summary:
 - The number of minutes of instruction in a school day is 285
 - The number of minutes of instruction in a Kindergarten school day is 150
 - Hours of instruction does not include recesses or lunch period

STUDENT SAFETY

Arrival and Dismissal

Our warning bell goes at 8:55 a.m. We discourage pupils from arriving earlier than 8:40 a.m. unless it is for a scheduled activity. Adults are on supervision at 8:40 to ensure the safety of our students. It is our expectation that students will go directly home after school unless they are involved in a school activity or have made prior arrangements. The staff need time before and after the instructional day to plan, mark and prepare lessons. It is also at these times that they discuss issues with colleagues and phone or meet with parents. Students are requested not to use the front doors except when accompanied by an adult or to report to the office.

Reporting Absences

Each morning the office verifies all unaccounted absences. Your cooperation in calling in any absences, or sending a message or note with a sibling is requested. Please do not have the children phone, we need to hear from a parent. Please try to call in before our 8:55 a.m. start. We have an answering machine for your convenience.

School Visits

When visiting the school or classroom you must check in with the office as you arrive. We ask parents NOT to go directly to classrooms to talk to children, or to deliver messages or lunches. We ask that you respect the teachers' time with the students, as interruptions are sometimes difficult to deal with.

Volunteers

Teachers always appreciate parental assistance on field trips and in their classrooms. Please remember if you are in the school as a volunteer to sign in at the office, wear a volunteer tag and sign out when leaving. We must also be sensitive to the fact that certain duties are the responsibility of paid employees. Please also remember that anything you see or hear in your capacity as a volunteer is strictly confidential. If you have any questions as to the duties volunteers can perform, please feel free to call the office.

Student Pick-Up

If you are sending someone to pick up your children, please inform the office of this intent.

When Children Are Ill

In fairness to all, please do not send your child to school if there are definite signs of ill health in the morning. We have neither the facilities nor the personnel to care for sick children. Good health is necessary for effective learning. Students who are ill should receive proper medical attention and should not attend school until their health is reasonable.

Students who become ill during the day are to go directly to their teacher. Our policy is to send students, who are ill, home as soon as possible. Our practice is to call parents and ask that the student be picked up. For this reason, it is important that parents keep work and emergency phone numbers current.

Medication for Students

On occasion we have been asked by a parent to ensure their child receives prescribed medication. Please be aware that in order to do so, we require the completion of the "Request for Administration of Medication at School" form.

Emergency Response and Drill

Fire drills, earthquake drills and lockdown drills will be held throughout the year to practice student safety procedures. The emergency response plan is updated each year.

Bicycle Safety

Parents are asked to review bicycle safety with their children. Cyclists must always ride single file with the traffic and they must know and follow the rules of the road. All students must wear bicycle helmets. Bicycles brought to school should always be left locked in the racks. The few bikes that have been stolen over the years have usually been left unlocked. All cyclists must dismount and walk the bike on the school grounds.

Parking Lot Safety

We have a very busy parking lot and we are extremely concerned about the safety of our students. Please do not park in the through lanes or double park as this blocks cars in, causes general congestion and creates a safety hazard for pupils. Your cooperation is appreciated. Our parent safety committee continues to explore solutions to keep our students safe.

STUDENT SERVICES

Learning Assistance/Resource Programs

Our Learning Centre coordinates school-based resources, School District resources and community resources to provide appropriate educational opportunities for all students. We recognize that students have "special needs" of many kinds and strive to cater to students requiring extra service.

Supplies and Textbooks

All students are responsible for providing their basic school supplies. Students are loaned textbooks for the year. Intermediate students often have individual books worth more than \$50.00. Pupils are asked to treat all textbooks with care, as they will be charged for any that are damaged or not returned.

Use of the Office Telephone

The school telephones are used for business and are in constant demand. We have two phone lines and over 600 people in the building. Students must have a permission slip from their teacher to use the telephone in cases of need. If a student is being detained after school and the parent is unaware, that student would be permitted to use the telephone to inform parents. We do not allow pupils to use the phones to plan social arrangements.

Band Program

The Band program is available to all Grade 6 and Grade 7 students. Students are required to rent an instrument. If this presents a financial hardship, the school does have several instruments that can be loaned to students, courtesy of the P.A.C.

Library

It is very important that our students learn how to access and use resources and manage information. Our library is open for classes during the school day and for general student use at other times. We have a growing collection including paperbacks and all the reference materials you might expect from a modern computerized library.

Lost and Found

Frequently items such as gym strip or binders are mislaid. If the items are labeled with the student's name, it greatly assists in their speedy return. A lost and found box is kept in the hall for mislaid items and we encourage students and parents to check this box if something has been misplaced. Smaller items, such as keys, are kept in the office. Periodically we display all of the items in our lost and found box in the hallway. After this, unclaimed items will be boxed and donated to charity.

BEHAVIOUR

Statement

At James Kennedy Elementary, we recognize that we are like most schools in that the vast majority of behaviours displayed by our students are positive. Individual teachers reward such behaviours in many different ways. We believe reinforcing positive behaviour should be our main focus.

Expectations

At James Kennedy everyone is expected to:

- Be responsible
- Be dependable. Show up on time, prepared for work and with appropriate learning materials
- Complete assignments to the best of his/her ability
- Contribute creatively, productively and responsibly
- Respect their own and others' life space
- Demonstrate courtesy, common sense, cooperation and consideration at all times
- Use language appropriate to the school setting

Student Behaviour and Conduct

At James Kennedy Elementary emphasis is placed upon promoting and developing our PAWS program:

POLITE ACCOUNTABLE WILLING SAFE

Students are expected to conduct themselves in a responsible manner which is neither physically or emotionally damaging to themselves or others.

In order to ensure the protection and safety of individuals and school property, the following behaviour will not be tolerated: disobedience, talking back, vandalism, throwing materials, fighting, stealing, harassment of any type, swearing, smoking, spitting or use of drugs.

Code of Conduct

I am responsible, and I respect myself, others and the environment

Dress Code

As the warm weather approaches, I would like to clarify our expectations about appropriate dress for students. These have been approved by both the staff and the P.A.C. There are to be no inappropriate pictures or sayings on clothes, tummies are not to be seen and no underwear should be showing (eg. bra straps for girls, bands of underwear for boys). The general guideline is that school is a place of work,

and no student should be distracted from their work by their own dress or that of another student. Any student who arrives at school inappropriately dressed will be asked to cover up (eg. borrow a sports jersey from the school) or contact home for a change of clothing. If you have any questions, please feel free to contact me.

Discipline Policy

At James Kennedy our approach to discipline is based upon the following:

- That misbehaviour on the part of students will occur
- That misbehaviour for the most part can be effectively dealt with through positive interaction and intervention
- That unacceptable behaviour will not be tolerated

CONSEQUENCES

Misbehaviour

Generally, recognition of the inappropriateness and commitment to improve is all that is required. Defiance or disobedience as a result of incidental misbehaviour is considered unacceptable. Continual or chronic misbehaviour is also considered unacceptable.

Unacceptable Behaviour

The consequences for unacceptable behaviour range from loss of privileges, in-school suspension to suspension at home.

Consistent unacceptable behaviour can lead to a recommendation for alternate placement.

Serious Offences

A school must provide a safe and comfortable environment for students to learn effectively. Consequently certain actions must be dealt with severely by the school, the school board and the law. These include:

- Being under the influence of, or in the possession of, alcohol or drugs while at school or at a school function
- The use of physical violence or verbal threats in or around the school
- The causing of willful damage to school property
- Smoking on school property
- The willful disobedience of lawful directives issued by a teacher or other employee of the board
- Verbal, sexual and physical harassment

PARENT OPPORTUNITIES

Parent Advisory Council

Purpose: The purpose of the P.A.C. is to promote and support education and to contribute to a sense of school community at James Kennedy Elementary.

Objectives: To enhance communication between parents, community, students and the Board, school, administration and staff

- To promote cooperation between home and school
- To promote involvement of parents and other community members

Members: All parents and guardians of students registered at James Kennedy Elementary are voting members.

P.A.C. Executive

President: Richard McBride
Treasurer: Lori Lipp

Vice-President: TBA
DPAC Rep.: Tim Syroid

Secretary: Nicole Wall
Members at Large: TBA

School Planning Council: TBA September 2010

P.A.C. Committees for 2010-11

Hot Food: TBA

Emergency Preparedness Committee: TBA

School Safety Committee: TBA

CPF: TBA

Meetings:

Monthly meetings are held at the school. At these meetings decisions are made affecting your children and your input is important.

Communication

Two way communication with parents is encouraged and parents are welcome at the school. All of us want you to feel that we are “approachable”. Parents and teachers communicate regularly through personal visits and phone calls. Teachers also issue a preliminary report in October and formal report cards three times a year.

Newsletters are sent home on alternate Thursdays either with your child or to your email address.

Information is available on our school website: www.sd35.bc.ca/jk

FINANCIAL CONSIDERATIONS

Financial support is available for those for whom any cost associated with a field trip or class activity would present a hardship. Please see your classroom teacher or Mrs. Mott for further information.

Wisdom is knowing what to do next, skill is knowing how to do it, and success is doing it.