



# King Traditional Elementary School

Student Handbook 2017-2018

## MESSAGE FROM THE PRINCIPAL

Welcome to King Traditional Elementary School! We are very excited to begin another fantastic year full of learning adventures.

At King Traditional, we believe that school staff, families, and the community all share the responsibility for the growth and development of our children. Students, parents, grandparents, teachers, support staff, and the principal are all important members of the King Traditional school family. We can't wait to see you volunteering at our school. Our King students have the reputation of being courteous, responsible young people. Our motto is "with hard work comes wisdom". Everyone works towards excellence at King Traditional and our school is actively involved in our community.

At King Traditional Elementary School, all students will have the opportunity to develop their full potential as individuals and as members of society. Students will be encouraged and expected to achieve their personal best in school, to maintain a positive sense of self-worth, and to become socially responsible individuals. Our school goals are to improve oral literacy (Kindergarten), reading skills and comprehension (Grade One), and writing skills (Grades Two to Five). We want to give students a strong foundation to build on.

We believe that through education, students will be able to acquire the knowledge, skills, and attitudes which will allow them to develop intellectually, socially, physically, emotionally, and artistically. We believe that school should foster in students a love of learning and that students should be active participants in the learning process.

We are looking forward to a successful and productive year for all students at King Traditional Elementary School.

Mrs. Peggy Antifaeff  
Principal

This Planner Belongs to:

Name: \_\_\_\_\_

Telephone number (day-time contact): \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

## King Traditional Elementary School Staff

Div. 1	TBD
Div. 2	Ms. Carroll
Div. 3	Mrs. Erceg
Div. 4	Mrs. Dyce/Mrs. Rai
Div. 5	Mrs. Johnson/Mrs. Gain
Div. 6	Mrs. Rosborough/Mrs. Kasapi
Div. 7	Mrs. Simms
Div. 8	Mrs. Nickel/Mrs. Johal
Div. 9	Mrs. Suchynsky
Div. 10	Mrs. Schleppe
Div. 11	Mrs. Flynn/Mrs. Johal
Div. 12	TBD
Div. 13	Miss Horst
Div. 14	Mrs. Kent/Mrs. Bathe
Div. 15	Mr. Price
Div. 16	Mr. Kruselnicki
PE	Mr. Lainchbury
Music	Miss Baerg
Learning Assistance	Mr. Tod
ELL	Mrs. Hoepfner, Mrs. Henkel & Mrs. Sidhu
Learning Commons	TBD
Secretary	Ms. Hathaway
Custodian	Mr. Locquiao/Mr. McLaren
Principal	Mrs. Antifaeff

**Website:** <http://kingtraditional.sd34.bc.ca>

## School Goals for 2017-2018

Kindergarten: increasing oral literacy

Grade 1: improving reading skills and comprehension

Grades 2-5: improving writing skills

## Mission Statement

***At King Traditional Elementary School, we will endeavour to:***

- empower children to become contributing, productive citizens through a consistent, structured environment
- emphasize basic skills and the achievement of curricular outcomes in an environment based on the traditional values of citizenship, responsibility, and respect.
- ensure a shared sense of mission and purpose among staff, parents, and students

## School Bell Schedule

8:35 a.m.	Welcome bell rings
8:40 a.m.	Classes begin
10:30 a.m.	Recess starts
12:20 p.m.	Lunch starts
1:05 p.m.	Lunch ends
2:33 p.m.	Classes dismissed

## School Calendar 2017-2018

School Opening (1/2 day)	Sept. 5, 2017
Non-Instructional Day #1	Sept. 22, 2017
Thanksgiving Day	Oct. 9, 2017
Non-Instructional Day #2	Oct. 20, 2017
Remembrance Day (in lieu)	Nov. 13, 2017
Parent/Teacher Conferences	Nov. 23, 2017
Non-Instructional Day #3	Nov. 24, 2017
Christmas Vacation	Dec. 25-5
School re-opens	Jan. 8, 2018
Non-Instructional Day #4	Jan. 29, 2018
Family Day	Feb. 12, 2018
Non-Instructional Day #5	Feb. 23, 2018
Spring Vacation	Mar. 19-29
Good Friday	Mar. 30, 2018
Easter Monday	Apr. 2, 2018
Parent/Teacher Conferences	Apr. 26, 2018
Non-Instructional Day #6	Apr. 27, 2018
Non-Instructional Day #7	May 18, 2018
Victoria Day	May 21, 2018
Last Day for Students	June 28, 2018
Year-end Closing	June 29, 2018

## Parents as Partners:

Active parent involvement is crucial to a child's success in school. Parental input regarding school activities and the School Plan for Student Success is encouraged and valued. Parents are important members of the educational team at King Traditional Elementary. Parents are encouraged to meet with classroom teachers, to volunteer time helping in the school, or to get involved with our Parent Advisory Council.

## Parent Advisory Council:

All parents and guardians of students registered at King Traditional Elementary are members of the Parent Advisory Council (P.A.C.). P.A.C. meetings provide a forum where parents can gain knowledge and give input on current educational issues.

The P.A.C. provides support to the school in a number of ways. P.A.C. members have opportunities to provide input into such matters as school goals, programs, and resources. The Parent Advisory Council can also assist the school with fundraising and volunteer programs. We invite all parents to attend our monthly P.A.C. meetings. Dates and times will be posted in our school newsletter.

### **School Visits:**

**When visiting King Traditional Elementary School, we request that you sign in at the office as soon as you arrive.** Students have been instructed to inform their teacher or the office if they see a stranger in the school.

### **Communication:**

#### **Newsletter Information:**

A school newsletter will be posted on our website every second Friday. Please make sure we have your email address so that we can send you a link. We welcome comments and suggestions from parents to improve communication between home and school.

#### **If Concerns Do Arise:**

There may be occasions when parents have a problem or concern about a student's progress in school, or a question about some practice at King Traditional Elementary. In cases such as these, it is helpful if parents know how to get the problem resolved, the concern shared, or the question answered. The King Traditional staff wants to respond to parents in ways that are helpful, that show our mutual interest in the child, and that resolve problems. Generally, it is recommended that parents take the problem to the staff member closest to the topic involved. This is usually the teacher.

Frequent and open communication between home and school leads to a greater understanding and appreciation of the educational process, as well as each child's participation in this process. We welcome and appreciate your inquiries and visits. We trust you will contact us if and when concerns arise.

#### **Reporting Absences:**

Every morning and afternoon, attendance is taken in the classrooms by classroom teachers. Our school secretary checks all unaccounted for absences. Your cooperation in telephoning the school before 8:40 a.m. to **report any student absence or booking the absence on our website** would be appreciated.

#### **Lates:**

Students who are late to class may disrupt and waste the time of classmates, teachers, and the office. Please ensure your child arrives at school on time. Students who arrive late in the morning or after lunch **must** report to the office. Frequent lates may result in a student losing privileges at school.

### **When Children Become Ill at School:**

Good health is necessary for effective learning. Students who become ill during the day are instructed to go directly to their teacher to let them know that they are not feeling well. Our school policy is to get students who are sick home as soon as possible. Our practice will be 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. Accidents and emergencies are to be referred to the office immediately.**

### **Student Responsibilities:**

#### **Arriving in the morning:**

- Arrive no earlier than 8:25 and go to the back of the school until the welcome bell at 8:35. Do not go through the school building.
- A hand bell is rung at 8:35 to indicate that it is time to line up. Please wait for your teacher to invite you into the building. Always use a quiet, "inside" voice when in the building. An electronic bell rings at 8:40. If you arrive after the 8:40 bell, you are late and must come to the office to sign in with the secretary.

#### **In the hallways:**

- Walk at all times. When you are travelling as a class group, walk in a single line. Do not swing your gym bag.
- If adults are talking, please do not go in between them. Either wait until they allow you to pass or go around them.
- When an adult wants to come through a doorway, kindly **STOP**, hold the door for him or her, and wait until he or she has gone through.

#### **In the classroom:**

- Please **STAND** when adults who would like your attention enter the room.
- Intermediate (grade 4 and 5) students also **STAND** when giving an answer.

#### **Changing for P.E.:**

- Grade 2-5 students change into P.E. strip for all gym classes. It is a two minute **silent** changing period. This means that you will have the maximum time for P.E. class.
- While waiting for the changing rooms to be free, line up in single file quietly down the hallway.

**At lunch-time:**

-You must sit at your desk while eating lunch. Please use your "inside" voice. Eating time is from 12:20-12:35. A hand bell will ring at 12:35 to signal the end of eating time. Please deal with all garbage and then put on your outside shoes to go outside.

-Most days are "outdoor" days for recess and lunch play times. Do not come back inside the school unless you need to use the washroom or get a drink. You may not go back into your classroom for any reason, so be sure to take everything you need (jacket, etc.) with you when you go outside.

-Our Duty Moms and Dads are in charge at lunch time and work closely with Mrs. Antifaeff. They are there to maintain order, ensure safety, and help you when you are hurt. You must treat them with respect.

**On the playground:**

-Use garbage cans. Please don't litter!

-Obey the Duty Moms and Dads. Helpful behaviour may result in a citizenship award.

**On the bus, during field trips:**

-When approaching a stop sign or light, we want to see hands up and have silence until the driver is through intersection.

-Follow all bus rules: no eating, use a quiet voice, and remain seated at all times.

**After school:**

-Wait in the courtyard for your ride. If you have not been picked up by 2:43, you must come in and wait QUIETLY in the library. You may read or do homework until your ride arrives.

**Student Belongings:**

Valuable items brought to school are brought at the owner's risk; the school is not able to cover losses. All students are advised to be careful with their personal property. Please label your belongings with your child's name. Please do not send toys to school unless requested by the classroom teacher.

## King Traditional Elementary School STUDENT RIGHTS AND RESPONSIBILITIES

Every student has the **RIGHT** to learn.

It is my **RESPONSIBILITY** to be on time, be prepared, listen to instructions, do assigned work, and work in a way that does not disrupt the learning of others.

Every student has the **RIGHT** to hear and be heard.

It is my **RESPONSIBILITY** to listen and not interrupt those who are speaking.

Every student has the **RIGHT** to be respected and supported.

It is my **RESPONSIBILITY** to respect and support others, and to avoid humiliating or belittling others, even if my intent is humour.

Every student has the **RIGHT** to be safe.

It is my **RESPONSIBILITY** to treat others in a way that does not hurt them or cause them to be afraid.

Every student has the **RIGHT** to privacy and to his/her own personal space.

It is my **RESPONSIBILITY** to respect the personal property of others and to accept their right of privacy.

**As a member of the King Traditional Elementary School community, I will not allow my rights or the rights of others to be threatened.**



## The King Traditional Promise

This is a declaration of intent to help uphold our school values. These promises are voluntary commitments made by individuals to themselves and to others.

### As a student:

#### I promise to...

- attend school regularly, help my parents by being ready in the morning, and come prepared to learn.
- work hard to do my best in all that I do.
- help to keep my school safe.
- respect myself, others and my environment.
- help create a positive school climate by following the KTES Code of Conduct and rules set out in the handbook.

#### I need...

- teachers and adults who care about me.
- people who believe I can learn.
- respect for my culture and for me as an individual.
- a family and community that supports me.
- to learn and resolve conflicts peacefully.
- time with caring adults.
- a school that is safe and orderly.

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### As a parent/caring adult:

#### I promise to...

- have high expectations for my child.
- get my child to school regularly and on time.
- provide an effective place for school work, ensure that homework is completed, and do one-on-one work as needed.
- help my child learn to resolve conflicts positively.
- communicate and work with teachers and school staff to support and challenge my child(ren).
- respect the school staff, students, and fellow parents.
- respect the cultural differences of others.
- read and follow the guidelines in the KTES Student Planner, read the school newsletter regularly, and follow all traffic rules as set out in the newsletters.

#### I need...

- teachers and support staff who respect my role as a parent/caring adult.
- clear and frequent communication with the school and my child's teacher.
- respect for my culture, and me and my children as individuals
- to be welcomed as a partner in my child's education

**Parent/caring adult's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### As a teacher:

#### I promise to...

- show that I care about all students.
- have high expectations for myself and my students.
- communicate and work with families to support students' learning.
- provide a safe, stimulating, and challenging learning environment.
- respect the cultural differences of students and their families.
- take interest in all aspects of my students' development.

#### I need...

- students who are ready and willing to learn.
- respect and support from students, families, other staff, and administration.
- assistance from staff and administration in removing barriers that prevent me from doing my best for students.
- respect and support from the community.

**Teacher's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## KTES HOMEWORK PHILOSOPHY AND POLICY

### Four Commonly Assigned Homework Categories

- Completion homework – this includes any work assigned during the school day and not completed in class.
- Practice homework – this includes any work that reviews and reinforces skills and concepts taught in class.
- Preparation homework – this includes any work that prepares students for upcoming lessons or classes.
- Extension homework – this includes any work that explores and refines learning in new context or integrates and expands on classroom learning.

### Timing, Scheduling and Quantity of Homework

- **Kindergarten** – Homework (other than Home Reading) is generally not assigned to Kindergarten students. There is a strong connection between parental involvement and student achievement. As a result, families are encouraged to engage in early learning activities such as playing, talking and **reading together** in English or in the family's first language.
- **Grades 1 to 5** – There is a **strong connection between daily reading to or with elementary children every day and student achievement**. As a result, homework assigned in the early grades shall more often take the form of **reading**, playing a variety of games, having discussions and interactive activities such as building and cooking with the family. In the late Primary and Intermediate grades, effective homework may begin to take the form of independent work. In both cases, homework is assigned for completion, practice, preparation or extension.

### Homework for Extended Absences

- Teachers **shall not** be expected to provide detailed classroom work and homework assignments for students who are away for extended periods of time as a result of family or parent-initiated absences. For absences due to extended illness, parents should contact the school principal to discuss available options.

### King Traditional Elementary School Homework Policy (Grades 3-5)

This homework policy has been established to support student achievement. If a student has a valid reason (illness, major family event) for not completing homework, parents should write a note and the child will be excused. If there is no note for incomplete homework the following steps will be followed:

#### LEVEL ONE: NOTE HOME (first to fifth instances)

1. The student will face the regular consequences determined by his/her teacher (detention, etc.)
2. The student will be given a note stating that he/she has not completed his/her homework. The note must be returned with the parent's signature the following day. If the note is not returned, this will be considered an additional incomplete homework assignment.

#### LEVEL TWO: IN-SCHOOL SUSPENSION (sixth to eighth instances)

1. The student will face the regular consequences determined by his/her teacher.
2. The student will be given a one day in-school suspension.
3. The student will be given a note to take home stating that he/she has not completed his/her homework. The note must be returned with the parent's signature the following day. If the note is not returned, this will be considered an additional incomplete homework assignment.
4. During the in-school suspension the student will receive help and counselling on strategies for completing his/her homework successfully.

#### LEVEL THREE: IN-SCHOOL REVIEW COMMITTEE (after the third in-school suspension)

1. The student, parent, classroom teacher, L.A. teacher, and principal will meet to review the behaviour, discuss options, and set a course of action.

**NOTE: The process is reset (starts again at LEVEL ONE) each term.**