



King City Public School

School Start-Up Package

Additional Information

You can find information on topics covered in this package and more in the **Guide to the School Year**. A copy is provided to families and is also available on the York Region District School Board website at www.yrdsb.ca.

Allergies/Medical Conditions

There are students and staff members in our school who have life-threatening allergies to nuts and other allergens. If they smell or come into contact with these foods, they may have an anaphylactic reaction. To help create an allergen-safe environment, please refrain from bringing nuts or nut products to school. For more information on helping to create an allergen-safe environment, please see the section on Allergies in the Guide to the School Year.

If your child has a serious or life-threatening allergy or medical condition, let the school know immediately and speak to the school office about completing the appropriate medical forms.

Parents/Guardians must update medical forms annually and include a current photo of the child. Parents are encouraged to provide two EpiPens, one for the student to carry on themselves at all times and a second for the school office to have on hand.

Announcements

Important information is shared with students during the morning announcements. Students should listen attentively and respectfully during the announcements.

Arrivals/Departures and Supervision

We encourage all families to use **active travel, including walking or rolling** (cycling, scootering, skateboarding) to and from school.

For students who take the school bus, please keep in mind that students are only permitted to ride on the bus to which they are assigned and must get on and off at their designated stops. More information about bus routes and times can be found at www.schoolbuscity.com. Parents/guardians, it is important to remember your child's bus number and pick-up/drop-off times. Riding the bus is a privilege that can be revoked if students do not follow bus drivers' instructions.



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Parents/guardians who drive their children to school, are encouraged to use the “Kiss and Ride” lane. Vehicles are not to park or idle in this area as it is to be used for only stopping long enough to allow students to disembark. If you need to exit your car, please park in a parking spot. This will allow the “Kiss and Ride” lane to flow. You can also consider parking a block away from the school and walking the rest of the way. Choosing active travel even once or twice a week can improve physical and mental health and helps students start the day alert and ready to learn. It also helps to protect the environment and reduce traffic, making school zones safer for everyone.

Regular outdoor supervision begins at 8:45 a.m. and students are not to enter the school before this time. The first bell rings at 8:59 a.m., signaling students to line up for entry. The second bell rings at 9:00 a.m., permitting students to enter the school as follows:

- **Kindergarten** - congregate in the corral and enter the school through the front doors
- **Grades 1 to 3** - congregate and enter the school from the primary (east) tarmac
- **Grades 4 to 8** - congregate and enter the school from the junior/intermediate (north) tarmac

On inclement weather days supervision is moved indoors and students are permitted to begin entering the school at 8:45 a.m. and head to their appropriate hallway/classroom area. Students are allowed to enter the classrooms when the second bell rings at 9:00 a.m.

Students need to be in class before announcements begin at 9:05 am. Classroom attendance is taken immediately following announcements and students arriving in class after announcements are considered late. Students who arrive to school after announcements will need to report to the office so their attendance is changed from absent to late before going to class.

Upon dismissal at the end of the day we request parents park their cars and then meet their children on the tarmac by the east and/or north doors. For student safety, we do not want students walking through the parking lot or bus loop to meet their parents. If you wish to park and have your child walk to meet you, please park on the east side of King Boulevard and wait for your child there. Remember, the bus loop is for buses and emergency vehicles only, so please do not enter the bus loop or block the entrance or exit off of King Boulevard.

Students who use bicycles, rollerblades, skateboards or scooters to travel to school must wear a helmet, and walk while on school property. Students should lock bicycles on the bike rack, and store rollerblades, skateboards or scooters in their locker or backpack or the school foyer. The school is not responsible for any lost or damaged personal items.

There may be rare occasions when unprecedented winter weather events occur and we need to close all schools and Board locations. For more information, please see the section on Weather Conditions in the Guide to the School Year. At all times, students and families should be aware of somewhere else they can go if bus services are cancelled or delayed, or if schools are forced to close due to an emergency.

Code of Student Conduct

The Code of Student Conduct sets standards of behaviour for students and members of the school community. The code of conduct supports a caring and safe school environment and creates a shared understanding of expectations of behaviour. Students are expected to follow these rules of behaviour on school property and during Board or school-sponsored events and activities. To enhance caring and safe school climates, positive student behaviour supports are provided and inappropriate behaviour is addressed using a progressive discipline approach that takes into account mitigating factors.

Students are expected to contribute and support a positive school climate and uphold the standards of responsible behaviour by:

- communicating respectfully verbally, non-verbally and through technology
- making positive decisions that develop character and promote well-being
- coming to school prepared, on time and ready to learn
- showing respect for themselves and for others
- following the established rules and taking responsibility for their own actions
- refraining from any action or behaviour that may put their safety or the safety of others at risk
- reporting incidents of inappropriate or unsafe behaviour

It is everyone's responsibility to act respectfully, to behave responsibly, and to address bullying whenever and wherever it arises.

The Board Code of Student Conduct is part of the Caring and Safe Schools policy.

We use a progressive discipline approach when inappropriate behaviour occurs. This means we consider a range of options to determine the most appropriate response to each situation to help students learn from their choices. In some cases, suspension or expulsion may be necessary. The Ontario Education Act and our Board Caring and Safe Schools Policy outline the situations in which suspension and expulsion must be considered. These infractions are also outlined in the Guide to the School Year. When inappropriate behaviour occurs, information will be shared with the victim and parents/guardians of the victim to the extent that legislation allows.

Class Placements

Due to late registrations and enrolments, there may be staffing changes and class reorganization during the first few weeks of school. We do our best to keep these changes to a minimum and to support students during any transitions. You will be notified of any changes related to your child.



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Communication between School and Home

Parents/guardians are our most important partners in educating children. We communicate with you in a variety of ways throughout the year.

Agenda/Handbook

We encourage all students in grades one to three to use an agenda. The student agenda or handbook serves as a useful way for teachers and parents/guardians to communicate. Parents/guardians, please check your child's agenda/handbook daily. The agenda is also a tool for students to record homework, important dates and notes. School agendas are available through School Cash Online.

Canada's Anti-Spam Legislation (CASL)

Canada's Anti-Spam Legislation (CASL) impacts how schools, staff and school councils communicate electronically to parents. CASL prohibits the sending of any type of electronic message that is commercial in nature (e.g., registration fees, pizza days, field trips, fundraising, etc.) unless the recipient has provided specific and informed consent. CASL does not apply to electronic information messages or to hard copy formats. To subscribe or unsubscribe to commercial electronic messages, visit the school website and, using the link provided, submit a valid email address.

Edsby

YRDSB has partnered with Edsby to provide a secure platform for families to connect with what's happening at school and with your child's education. Some of the features include:

- on-line student absence reporting
- a news river with school events and information
- appointment bookings for parent-teacher interviews/student-led conferences
- program registration
- extra-curricular groups and activities
- access to your child's schedule and upcoming events

To set up your Edsby account please contact the school and request they issue an invitation to your email address.

Email

To improve communication between home and school and reduce paper use, we coordinate an email distribution list. The list will be maintained and used only by school staff to communicate electronically to parents/guardians. Your email will not be sold, distributed or publicly posted.

School Cash Online

School Cash Online is an easy to use and safe way to pay for your children's school fees. Parents can make secure online payments by credit card or Interac for their child's yearbook, class trips, etc. Obtain your children's York Region District School Board student number from the school office and follow the steps in the attached link to register: <http://www.yrdsb.ca/schools/kingcity.ps/info/Pages/Frequently-Asked-Questions.aspx>



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Stay Connected Online

You can also stay connected online through our school website, Twitter feed @kingcityps and the Edsby app or website (<https://yrdsb.edsby.com/>). Some classrooms also have blogs, Twitter feeds or newsletters to help you stay connected. Your child's teacher will provide more information.

In addition, you can follow Board news and updates through:

- www.yrdsb.ca,
- Twitter @YRDSB
- YouTube channel YRDSBMedia
- the Board app YRDSB Mobile

Dress Code

Appropriate dress reflects a respect for the learning environment and a respect for self and others. It is important that students dress in neat, clean clothing appropriate for a school environment. The dress code is in effect while at school, on field trips and during any other school-related activities or events.

The following inappropriate dress does not conform to the school dress code:

- language or graphics on clothing that displays provocative, obscene, sexist or racist slogans, or refers to smoking, sex or drinking
- clothing which contravenes the Human Rights Code in any way
- clothing that is revealing or provocative
- pyjamas (except when there is a school-wide 'pyjama spirit day')
- clothing and accessories/paraphernalia depicting violence or death, or that identify/ promote cults or gangs
- head coverings of any description inside the school (e.g. hats, bandanas and sweat-bands); exceptions will be made for religious reasons
- flip flops for safety reasons

Emergency Information

Office staff should be notified as soon as possible if any of the following information changes:

- address, work or home numbers or other contact information
- emergency contacts and telephone numbers
- changes in custody agreements
- medical alert or changes in health condition (e.g., allergies, medications)

Emergency Preparedness

The Board has a number of policies and procedures in place to address emergency situations when normal school operations cannot continue or where student and staff member safety may be at risk. This could include a fire, flood or acts of violence. All schools have individual plans and conduct drills throughout the year.

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There will be six fire, one hold and secure, and two lockdown drills annually so students become familiar with emergency preparedness procedures. These drills are important so that in the case of an actual emergency, students and staff members know what to do to be safe.

In a hold and secure situation, York Regional Police will ask that outside doors of a school remain locked. Normal school operations will continue inside the building, but no one may enter or leave the building until police indicate it is safe to do so. This will occur regardless of weather.

Excursions/Community Walkabouts

Teachers may take classes on walks around the community to support classroom programs. As well, many physical education classes and other activities are held outdoors, weather permitting. You will be informed whenever school vehicles are used for longer trips.

Graduation Subject Award Criteria

Grade eight award recipients are chosen based on a combination of look-fors:

- high academic achievement in the subject area, good/excellent learning skills in the subject area (responsibility)
- independent work, organization, collaboration, self-regulation and initiative)
- demonstrating a strong sense of academic curiosity/interest in the subject
- a high level of engagement in activities related to that subject (eg. band for music, teams for phys. ed., science fairs, writing or art contest submissions)
- a positive attitude and leadership.

Students must exemplify strength in all these areas to be considered for an award.

Homework

The Ministry of Education defines homework as “work that students do at home to practise skills, consolidate knowledge and skills, and /or prepare for the next class.” The Board has a homework policy that supports student learning and recognizes the importance of personal and family well-being. The amount, frequency and nature of assigned homework will vary depending on the student’s strengths and needs, well-being, grade, subject and other factors. For more information about time guidelines and how parents can provide support, please see the Guide to the School year and Board Homework policy and procedure.

How Can We Help You?

Most concerns can be resolved with dialogue and cooperation. If you have a school-related question or concern, please follow these steps:

1. Arrange a meeting with your child’s teacher or the appropriate school staff member.
2. If you need further assistance, the school principal or designate may be contacted to review the matter, mediate and help facilitate the process.
3. Contact the superintendent for our school if the matter remains unresolved.

We are committed to addressing concerns in a fair, equitable and timely manner.

If you have a human rights related concern and/or complaint, the first step is to engage with the school or the superintendent. Following a review of the matter, a determination is made on whether or not it is to be referred to the Board's Human Rights Commissioner's Office. The Independent Office of the Integrity Commissioner may also be engaged to address concerns related to trustee behaviour. Contact information can be found on the Board website, or by contacting the school. More information is available in the Guide to the School Year and on the Board website.

Intramural/Interschool Sports

Throughout the year, students may have the opportunity to participate on intramural sport activities or interschool sport activities (junior grades 4, 5 & 6 and Intermediate grades 7 & 8). Parents/Guardians must complete an **Informed Consent Agreement – Sport Form** for each activity and for each child participating. Information pertaining to tryouts for each sport are will be made on the announcements. In order to participate in the tryouts – students must have the Informed Consent Agreement signed. Details of practices and games will be shared with the students at that time. Competition takes place at the area level and then the winners of each area tournament or meet compete at the regional level. The sports are as follows in order of occurrence:

- cross country
- intermediate volleyball
- junior co-ed volleyball
- intermediate basketball
- junior basketball
- intermediate badminton
- junior & intermediate track and field
- special needs track and field

When we have an after school sporting event, we remind parents that students can only stay to watch if they have parent supervision. We do not have teacher supervision at these events – the teachers who are present are coaching and refereeing and they are not responsible for the spectators. Thank you for your support.

Instructional Day Timetable

8:45 - 9:00 a.m.	Before school supervision
9:00 a.m.	School entry
9:00 - 10:40 a.m.	Instructional minutes
10:40 - 11:10 a.m.	Recess
11:10 - 12:50 p.m.	Instructional minutes
12:50 - 1:50 p.m.	Lunch
1:50 - 3:30 p.m.	Instructional minutes
3:30 p.m.	School dismissal
3:30 - 3:45 p.m.	After school supervision

We are noticing an increase of numbers of students arriving late and leaving early. This is very disruptive to the learning in the classroom for all children. Please limit these interruptions.

Lice (Pediculosis)

When head lice is identified at King City P.S., a “Message to Families about the Presence of Pediculosis” will be sent home to all parents/guardians. We choose to notify all families since we are not aware with whom students socialize and therefore if they have come in contact with a student who has pediculosis. Informing all families is a reminder to everyone to check their child’s head for lice. Routine checks are encouraged to help minimize the incidence of pediculosis in the school. For more information, see the Guide to the School year.

Lunch Time Agreement

Students who leave school property for lunch must have parent/guardian permission; otherwise, students must stay at school. The **School Start-Up Permissions Form** must be completed for all students and returned to the school.

Requests for Religious Accommodation

There may be circumstances where students and families request accommodation for religious beliefs in curriculum areas including the Arts and Physical Education. Accommodations may include different instruction and assessment opportunities, or full withdrawal. If you are interested in discussing an accommodation based upon your religious beliefs, speak with your child’s teacher and the school principal or complete the **Faith Requests for Curriculum Accommodations Form** available through the school. By providing a range of accommodations, we are building a sense of community and belonging for all students. For more information, see Board Procedure on Equity and Inclusivity: Religious Accommodation.



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School Assistant

The role of the School Assistant is to provide student supervisory support during the lunch hour from 12:50 to 1:50 pm. You would supervise in the classroom for the first 20 minutes and then outside for the remaining 40 minutes. The role is an hourly paid position with a daily commitment based on your availability, ranging from 1 to 5 days per week. If you are interested, please contact the school office.

School Council

As parents/guardians, there are many ways you can be engaged in your child’s learning at home and at school. This includes getting involved with the school council. Contact school office staff for more information. **School Council Nomination Forms** are due by September 6th, 2019.

Student Personal Information

Schools routinely collect, use and release student personal information, in keeping with the Education Act and other laws. Whenever your child’s personal information is collected, its use will be explained to you. Parents/guardians, please sign the **Student Information Consent Form** and see the section on Student Personal Information in the Guide to the School Year for more information. If you have any questions about your child’s privacy protection, please contact the school principal or the Information Access and Privacy Office at 905-727-0022 ext. 2015.

Student Threat Assessment and Intervention: Fair Notice and Process

Threat Assessment and Intervention

Schools continue to be among the safest places in our community. The well-being and safety of members of the school community are a shared responsibility. This includes preventing and responding to the risk of violence.

Our Student Threat Assessment and Intervention Protocol was developed with community partners to respond to behaviours, including actions, statements and other indicators that suggest that a student may be “at risk” of harming others. To keep school communities safe and provide support to everyone, staff, parents/guardians, students, and community members must report all threatening situations to the school administrator or police as soon as possible. Note – other procedures and protocols are in place to deal with threats from adults in the school community.

What is the purpose of the Student Threat Assessment and Intervention protocol?

- Ensure the safety of students, staff, parents/guardians, and other members of the school community.
- Ensure an effective and timely response when there is a threatening situation.
- Understand the factors that contribute to a threatening situation.
- Assist in the development of an intervention plan.
- Promote the emotional and physical safety of everyone involved.

What is a threatening situation?

A threatening situation is defined as an indication of impending harm or violent acts against someone or something. Threats may be implied, verbal, written, drawn, posted on the internet, sent electronically or by information technology of any type, made by gesture or reasonably inferred from the surrounding circumstances of events. Threats may be direct, indirect, conditional or veiled.

What behaviours activate the Student Threat Assessment and Intervention Protocol?

The protocol will be initiated when behaviours include, but are not limited to:

- serious violence or violence with intent to harm or kill
- verbal/written threats to kill/harm others
- the use of technology to communicate threats to harm/kill others or cause serious property damage
- possession of weapons (including replicas)
- bomb threats (making and/or detonating explosive devices)
- fire setting
- sexual intimidation or assault
- ongoing issues with bullying and/or harassment
- gang-related intimidation and violence
- hate incidents motivated by factors including, but not limited to, race, culture, religion, and/or sexual orientation

What happens when a threatening situations is reported?

All threatening behaviours by a student shall be reported to the principal who will activate the Student Threat Assessment and Intervention protocol.

Once a threatening situation has been reported to a school administrator, interviews will be conducted. These interviews may include students, staff, family members and/or others as appropriate. This will be done to determine the level of risk, and develop an effective and timely response to the incident. After the immediate safety risk has been addressed, support and intervention plans will be developed with input from parents/guardians.

Who is a member of a Student Threat Assessment and Intervention team?

Each school will have staff trained in the Student Threat Assessment and Intervention protocol. A multi-disciplinary Student Threat Assessment and Intervention team will assess the situation and support the development of an intervention plan. The team includes a School Administrator, a School Social Worker and/or a Psychological Services staff member, a York Regional Police officer, and appropriate members of the student's circle of care.

Is parental/guardian or student consent required?

Consent is not required to respond to an emergency situation. When there is a risk that someone may be harmed, it is important that the incident be addressed as quickly and effectively as possible.

Fair Notice

Please consider this as "fair notice" to all members of the school community that any report of a threatening situation will be investigated. The Student Threat Assessment Intervention protocol is part of our strategy to create a safe, secure and supportive school environment for everyone.

If you have any questions, please contact your school administrator.

Use of Non-Board Electronic Devices

We recognize that learning can be enhanced by technology and we have created opportunities in our classrooms to leverage digital tools to enhance teaching, learning and communication. Each school has its own guidelines about electronic devices. At a minimum, cell phones and other personal communication devices must be turned off and kept out of sight during the school day, except with the clear permission of the principal or the classroom teacher.

Discussions will take place in our classrooms throughout the year about the impact of digital footprints and how a positive attitude towards using technology supports collaboration, learning and productivity. Camera and/or video functions on mobile devices are not permitted for use on school property without clear permission from the principal or teacher. Infractions will be dealt with as student discipline, under the Caring and Safe Schools policy and its related procedures.

Check with the school's main office to find out if students may bring electronic devices into the classroom, use them in school, or if they must leave these items in their backpacks/lockers. There are exceptions for students who need specific devices as per their Individual Education Plan, such as voice recorders and other mobile technology. The use of these tools is managed by Board staff. At no time may electronic devices be used in washrooms or change rooms.

Students are responsible for the care and security of their personal devices. The school is not responsible for any damage, loss or theft.



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Visitors

Visitors, including parents/guardians, must:

- use the main entrance to the school, buzzing to enter elementary schools
- check in at the main office upon arrival

The office staff will get important messages and materials to your child.

Volunteering in the School

We welcome and encourage the important role that parents/guardians and community members play in education. There are many opportunities for you to get involved at the school. For more information, contact the school office staff or review the Volunteers in Our Schools policy and procedure. If you are interested, please complete the **Volunteers in Our Schools Form** and return it to the school office. Parents/guardians volunteering to supervise on school field trips must also provide the school with a **Police Vulnerable Sector Check (PVSC)** prior to commencing a volunteer position. Volunteers requesting a PVSC are required to obtain a letter of intent from the school to accompany the application that is on the York Regional Police website. Once a PVSC is on file at the school, each September you must sign a Volunteer Annual Offence Declaration stating if there are any new convictions since the PVSC.



Volunteers in Our Schools Form (2019-2020)

We welcome and encourage the important role that family/caregivers and community members play in education. Volunteers, as education partners, bringing their skills and talents, provide a valuable service to students and schools in support of student achievement and well-being.

There are many opportunities for you to get involved at the school. Volunteers perform various tasks that may include: helping on field trips, supporting in the library or classroom, reading with students, supervising in the playground, coaching, sharing a skill/talent, supporting cultural education/celebrations, or distributing student lunches.

Please let us know how you are interested in volunteering, and we will contact you.

All volunteers are required to comply with the Volunteers in our Schools policy and procedure, including:

- Submitting a Police Vulnerable Sector Check completed within the last six months (requirement for new volunteers) OR signing the Annual Offence Declaration (returning volunteers), and
- Signing a Confidentiality Agreement.

These documents will be retained at the school.

Please share how you would like to volunteer:

Student Name (if applicable): _____

Teacher Name (if applicable): _____

Volunteer Name (print): _____

Email: _____

Phone Number (Daytime): _____

Personal information is collected under the authority of the Education Act as amended, and will be used to manage the disclosure of individual personal information. Contact the school principal for more information.

File: LEG-Consents

Valid for 12 months after date of last use/application



Student (PRINT) _____
Teacher (PRINT) _____
Grade _____

SCHOOL COUNCIL CANDIDATE NOMINATION FORM

Please complete Part A or Part B

Part A: I am declaring my candidacy:

- I wish to declare my candidacy for an elected position as a parent/guardian representative on the school council:

I am the parent/guardian of _____ who is currently
(print name of student)
registered in Grade _____.

I am an employee of York Region District School Board. Yes No

Name _____

Address: _____

Home Phone: _____ Business Phone _____

Email: _____

Part B: I am nominating a candidate

- I wish to nominate _____ for an elected position as a
parent/guardian representative on the school council.

_____ is the parent/guardian of _____
(print name of nominee) (print name of student)

who is currently registered in Grade _____.

The person I have nominated is an employee of York Region District School Board. Yes No

Name _____

Address: _____

Home Phone: _____ Business Phone _____

Email: _____

Nominator's Signature: _____ Date _____

Please include a brief (4-5 sentences) biography of the candidate on the back of this form.

Personal information is collected under the authority of the Education Act as amended, and will be used to manage the disclosure of individual personal information. Contact the school principal for more information.



Student Name (PRINT): _____

Family Contact Phone No: _____

Teacher (PRINT): _____ Grade: _____

REQUEST FOR FAITH ACCOMMODATIONS FORM

Students and families may request accommodation(s) for religious beliefs and faith-based practices using this form.

York Region District School Board is committed to fostering well-being by building safe, healthy and inclusive learning environments where students, families, and staff feel they matter and belong. There may be circumstances where students and families request accommodations for faith purposes. Some possible areas of accommodation are included below. The board supports these requests for accommodations, including an accommodation of full withdrawal. The process begins with a dialogue with the teacher and a school administrator.

Please use the chart below to explain the nature of your request:

AREAS OF ACCOMMODATIONS <i>(PLEASE CHECK ALL THAT APPLY)</i>	AREAS REQUIRING ACCOMMODATIONS <i>(PLEASE PROVIDE DETAILS ABOUT ACCOMMODATIONS IDENTIFIED)</i>
Religious holidays and celebrations	
School opening or closing exercises	
Prayer Space	
Dietary requirements	
Fasting	
Religious attire	
Modesty requirements in Physical Education	
Participation in daily activities and curriculum	
Other (Please describe):	

Your child's teacher and/or school administrator may invite you to discuss and gather more information about your request. If you will be seeking support from a community member for this meeting, please let us know.

Parent/Guardian Name (PRINT) _____

Parent/Guardian Signature _____ Date _____

Student Signature (if applicable) _____ Date _____

Would you like translation? Yes _____ No _____ Language _____

Personal information collected pursuant to the Education Act as amended will be used to provide access to student records as described. Please contact the Information Access and Privacy Office if more information is needed (905---727---0022 ext. 2015).