



KING CITY PUBLIC SCHOOL

25 King Boulevard
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Welcome Letter from Principal

September 5, 2017

Dear Parents/Guardians,

I hope that you and your family had a wonderful summer and that everyone is looking forward to the new school year. We look forward to meeting our new students and their families and we welcome back our returning ones.

At King City P.S., we have a dedicated staff that has a strong commitment to student well-being and achievement and to promoting positive, inclusive and supportive relationships with students, families, staff and community members. We are committed to providing a learning environment where everyone feels safe, welcome and respected. There are many ways to stay connected with what is happening in our school. Visit our school website for up-to-date information about events, watch for weekly emails, and follow us on Twitter. Please do not hesitate to contact the school if you have any questions.

Included in the envelope is **one copy per family** of the following information and forms:

- School Start-Up Package
- York Region District School Board 2017-2018 Guide to the School Year
- Student Accident Insurance Enrolment Form

Also included are the following **mandatory forms that must be completed for each child:**

- School Start-Up Permissions Form – Elementary
- Policy Agreement Form – Elementary
- Registration Verification

Please return all completed forms to your child's teacher by Friday, September 8th, 2017.

We will be hosting our annual Open House and Curriculum Night early in the fall and we hope to meet you personally at that time. We wish you all a happy and successful school year.

Sincerely,

Susan Milne
Principal
sue.milne@yrdsb.ca



King City Public School

School Start-Up Package

Arrivals/Departures and Supervision

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 stopping only 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.

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. through the bus loop doors 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. Important information is shared with students during the morning announcements. Students should listen attentively and respectfully during the announcements. Classroom attendance is taken immediately following announcements and students arriving to school after the announcements have begun will need to obtain an admit slip from the office 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 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.

For students who take the bus to school, 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.

Students who use bicycles, rollerblades, skateboards or scooters to travel to school:

- must wear a helmet
- must walk while on school property
- should lock bicycles on the bike rack
- must store skateboards or scooters in their locker or the front foyer

The school is not responsible for any lost or damaged personal items.



King City Public School

Bus Safety

Parents are responsible for their child's safe journey to and from a bus stop and their supervision while at a bus stop. **Parents must make alternate arrangements if they are unable to meet their child at a bus stop. Parents/guardians are not to board busses.** Parents should know their child's bus route number, pick up and drop off times and bus company servicing their child's bus route. To obtain the information parents may visit www.schoolbuscity.com. Students are responsible to the principal for their conduct and must listen to instructions from the driver. It is expected that all students will treat buses as an extension of the school and that behavior on the buses, as outlined in the Guide to the School Year, will be consistent with school rules and policies. Student conduct that endangers the safety or health of others will be reported to the principal and may result in the loss of transportation privileges.

Code of Student Conduct

Students are expected to demonstrate behaviour that is respectful and courteous at all times. This includes demonstrating respect for each other and our communities. These expectations are indicated in our School Code of Student Conduct. Students are expected to follow these rules of behaviour on school property and during Board or school-sponsored events and activities.

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

- communicating respectfully both verbally and 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 Policy #668.0, Caring and Safe Schools.*

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.



King City Public School

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. They are a useful way for teachers and parents to communicate on a daily basis, as well as 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, parents/guardians should visit the school website and, using the link provided, submit a valid 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.

Stay Connected Online

You can also stay connected online through our school website (<http://www.yrdsb.ca/schools/kingcity.ps/>) and Twitter feed @kingcityps. 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

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>



King City Public School

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. There will be six fire, two lockdown and one hold and secure drill 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. Please ensure you complete the **School Start-Up Permission Form**.



King City Public School

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 practice 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 *Policy and Procedure #320.0, Homework*.

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

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.



King City Public School

Medical Conditions and Allergies

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 nut or nut products to school.

Please check the labels on all pre-packaged food products before sending them to school. If you are including a peanut/nut safe spread that looks like peanut butter in your child's lunch or snack, please include a note each time that states the name of the product and its ingredient list (because there may be supply teachers in the class as well as different lunch assistants).

If your child has a serious or life-threatening allergy or medical condition, request the following appropriate medical forms from the school office:

- Anaphylactic Reactions Protocol
- Emergency Health Care Plan
- Request and Consent Care of Student with Diabetes

These forms must be updated **annually** and include a current photo of the child. Parents also need 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.

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 #261.8, Equity and Inclusivity: Religious Accommodation*.

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. If you are interested, please complete the **School Council Candidate Nomination Form** and return it to the school office.



King City Public School

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. Please see the section on **Student Personal Information** in the **Guide to the School Year** for a list of examples of when permission will be sought. Parents must sign the **Policy Agreement Form**, acknowledging that they have read and understood this 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.

Use of Non-Board Electronic Devices

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 all instructional periods, 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 *Board Policy #668.0, Caring and Safe Schools* 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.

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 *Policy and Procedure #280.0, Volunteers in Our Schools*. If you are interested, please complete the **Volunteers in Our Schools Form** and return it to the school office.

Additional Information

You can find more information on these and other topics in the **Guide to the School Year** included with this package or on the York Region District School Board website at www.yrdsb.ca.



Student (PRINT): _____

Family Contact Phone No.: _____

Teacher (PRINT): _____ Grade: _____

FAITH REQUEST FOR CURRICULUM ACCOMMODATIONS FORM

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

The York Region District School board is committed to ensuring an equitable and inclusive learning environment that promotes student achievement and well-being. The board supports parents with faith requests for accommodations. This process begins with a dialogue with the teacher and a school administrator which may or may not lead to accommodations, including exemption from components of the curriculum. Accommodations will be considered on a case-by-case basis.

Please use the space below to explain the nature of your request.

Please state the aspects of the curriculum for which you are requesting accommodations for your child and the rationale for the request.

Curriculum expectations may be found at the Ministry Website:

<http://www.edu.gov.on.ca/eng/curriculum/elementary>

Guidelines for Program Accommodations for Faith purposes:

<http://www.yrdsb.ca/Programs/equity/Documents/ReligiousAccommodation.pdf>

Aspects of Curriculum:

Rationale for the Request:

Your child's teacher and/or school administrator may invite you to discuss and gather more information about your request.

Parent/Guardian Name
(PRINT) _____

Parent/Guardian
Signature _____

Date _____

Student Signature
(if applicable) _____

Date _____



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.



VOLUNTEERS IN OUR SCHOOLS

All volunteers are required to comply with the York Region District School Board Policy and Procedure #280 *Volunteers in Our Schools*. You are required to:

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

These documents will be retained at the school.

Please review the volunteer opportunities outlined below and select those areas in which you would like to become involved. We will contact you.

Transportation:

Upon submission of a Trip Driver Authorization Form (NP679-02), assist with the transportation of students to and from school events.

Student Lunches:

Assist with the distribution of student lunches to students.

Fundraising:

Assist School Council Fundraising Representative with fundraising projects during the school year.

Volunteer Reading Program:

Work with students mostly in the primary grades to help them with their reading.

School Library:

Working under the direction of our librarian, assist in the library in a clerical capacity.

Classroom Support:

Various work under the direction of a teacher.

Other:

Student Name (if applicable) _____

Teacher Name (if applicable) _____

Volunteer Name (PRINT) _____

Phone Number (Day Time) _____

Email _____

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

