



# JAMES KENNEDY 2025-2026 HANDBOOK FOR STUDENTS & PARENTS

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**Vice-Principal:** Alex Spence  
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## INTRODUCTION

It is with great pleasure that we welcome you to James Kennedy Elementary, École Élémentaire James Kennedy, a dual-track English catchment and Early French Immersion school. This handbook has been prepared to provide information to you about the school and the district.

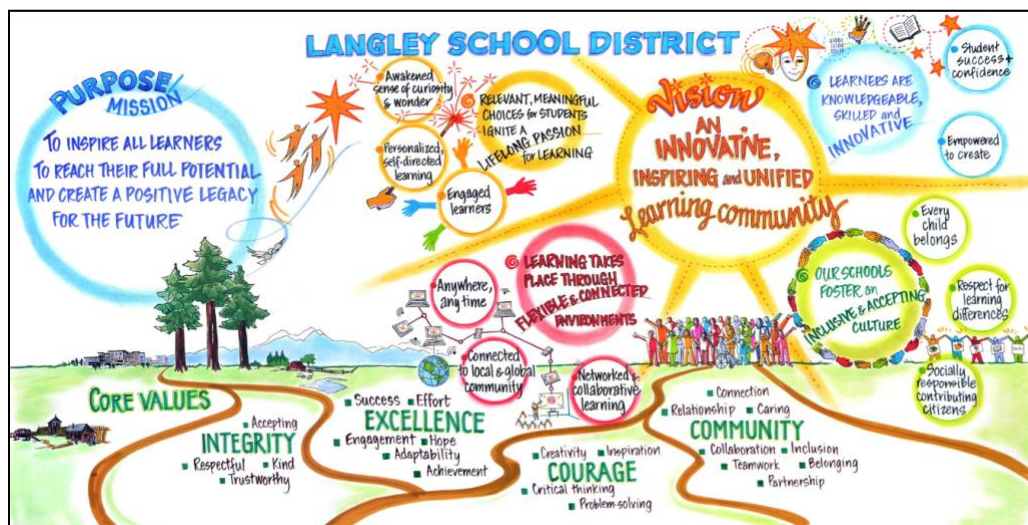
Please feel free to contact the teachers or administrators at any time.

## SCHOOL MISSION STATEMENT

"Success for all through learning and caring"  
*"L'apprentissage et la bienveillance mènent au succès"*

## DISTRICT PURPOSE / MISSION STATEMENT

To inspire all learners to reach their full potential and create a positive legacy for the future.



## BELL SCHEDULE

	Regular Days	Early Dismissal
Supervision Begins	8:30 a.m.	8:30 a.m.
Welcome Bell	8:45 a.m.	8:45 a.m.
Classes Begin	8:50 a.m.	8:50 a.m.
Recess Begins	10:30 a.m.	10:30 a.m.
Recess Ends	10:45 a.m.	10:45 a.m.
Lunch Recess Begins	12:00 p.m.	12:00 p.m.
Lunch Recess Ends	12:33 p.m.	12:33 p.m.
Dismissal	2:33 p.m.	1:33 p.m.
Supervision Ends	2:48 p.m.	1:48 p.m.

**Office Hours – 8:00 AM – 3:30 PM**

## BEFORE AND AFTER SCHOOL

- Students should NOT arrive at school before 8:30 a.m. as there is no supervision.
- Supervision on school grounds begins at 8:30 a.m.
- Students without direct adult supervision are expected to go directly home after dismissal unless they have an after-school activity to attend.
- Supervision ends at 2:48 p.m. and students without direct adult supervision should have left the school grounds by that point.

## STUDENT DROP-OFF/ ARRIVAL

- Students are to enter the school in the morning via their outside classroom door.
- Students should not use the front doors and hallways of the school during arrival unless they are late.
- Students in Kindergarten to Grade 2 should be dropped off at the door by an adult or older sibling. Please stay with the child until the teacher opens the door.

## STUDENT LATES AND ABSENCES

- Once the second bell goes, students are late for class. They must enter through the main entrance and report to the office instead of going directly to class.
- Please inform the office if a student is going to be absent or late more than 30 minutes.
- Parents should dial 604-888-5257 and choose “Option 1” to leave a message.
- Parents can also email [jkeattendance@sd35.bc.ca](mailto:jkeattendance@sd35.bc.ca).
- The school will contact parents about an unexplained absence through the School Messenger system to ensure student safety.

## **STUDENT PICK UP / DEPARTURE**

- Students in Kindergarten to Grade 2 should be picked up at the classroom exterior door at the end of the day by an adult or older sibling.
- Anyone regularly picking up a child must be on the “pick-up list”. The “pick-up list” is also your emergency contact list, provided by you to the school. Please check your contacts carefully to be sure that anyone picking up your child is on the list (including daycares).
- If an individual that is not on the pick-up list is doing a one-time pick-up, please email the office and the classroom teacher or write a note in the agenda.
- Students must obtain permission to leave the school premises during school hours and should be picked up by an adult.
- If you are picking your child up early from school, please send a note to your child’s teacher informing them of the pick-up time. Please come into the school and sign out your child at the office as you pick them up.

## **PARKING LOT SAFETY**

- We have a very busy parking lot, as we are one of the largest elementary schools in the District. We are extremely concerned about the safety of our students.
- Please drive very slowly – 5 kph!
- Please give your full attention to driving when you are on the school grounds. Please refrain from using your cell phone, drinking your coffee etc.
- Please be very aware of the 2 crosswalks.
- Parking is very limited on the school grounds so if you do not want to simply drop off your child, we would strongly encourage you to walk, bike, or carpool to school.
- There is NO STOPPING AND NO PARKING allowed in non-designated areas
- There is stopping allowed in the pick-up / drop-off lane, but NO PARKING (drivers must remain in the vehicle).
- If the school parking lot is full, please follow parking regulations on local streets to help keep our students safe and our neighbours happy. There is no parking or stopping on 212<sup>th</sup> St. in front of the school.

## **BIKES AND SCOOTERS**

- Students are welcome to ride bikes, scooters, skateboards, or rollerblades to school.
- Students should not ride electric kick scooters to school because provincial laws state that you must be at least 16 years old to ride one.
- Parents are asked to review bicycle safety with their children. Cyclists must always ride single file with the traffic. They must know and follow the rules of the road.
- Helmets must be worn to and from school.
- Students are expected to walk their bikes and scooters on school property, or to carry their skateboards and rollerblades.
- Students should park their bikes or scooters in the racks and stay off them during the day. Locks are recommended to prevent theft.
- Students can store skateboards or rollerblades in their classrooms.

## STUDENT ILLNESS

- In fairness to all, please do not send students to school if they do not feel well. We have neither the facilities nor the personnel to care for sick children. Good health is necessary for effective learning.
- Please remember that students with coughs, colds, and flus easily spread those viruses in a school environment.
- Our policy is to send home students who are ill as soon as possible. We will 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.
- A child who has had a fever, has been vomiting, or has been sent home sick, should be **symptom free for 24 hours before returning to school.**
- If a child develops a suspicious rash or weeping sores, etc., please let us know if you have a doctor's diagnosis so we can take appropriate measures.

## FOOD

- **James Kennedy is a NUT AWARE School.**
- We have quite a few students who are allergic to peanuts or tree nuts. We are a Nut Aware school in order to keep students safe. **Since we are aware that nuts can be dangerous in a school setting, we would ask you not to send nuts or nut products of any type (including peanut butter) to school for lunches.**
- Please send a healthy lunch and snacks to school. Fruit and vegetables are always a great choice to include!
- Please help our environment by sending litter-free lunches. It can be hard for students, especially young ones, to correctly sort garbage, compost, recyclables and drink containers. Students should:
  - bring food in re-usable containers
  - bring all snack and lunch garbage home
  - compost food scraps at school
  - bring a water bottle rather than a juice box
- Students should not bring food or drinks onto the playground. All eating should be in the classroom.
- Chewing gum is not allowed at school.



## MEDICATION FOR STUDENTS

- On occasion, we are 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" form available through the office.
- For important safety reasons, under NO circumstances can a student have any medication in their backpack, whether it is over-the-counter or prescription. We strongly suggest that students with EpiPens or inhalers, wear them on their person. The office does have some low-profile holders if you would like to pick one up for your child to have.

## **OUTDOOR “WET” COAST RECESS**

- At James Kennedy, students must be prepared to go outside for recess and lunch recess in most weather conditions. Rain or shine, students will have the opportunity to recharge outside.
- Students are expected to have the proper clothing, outerwear, and footwear for the varying conditions. It is recommended that students do not bring umbrellas because they are easily broken.

## **EMERGENCY RESPONSE AND PRACTICES DRILLS**

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

## **USE OF SCHOOL TELEPHONES**

- The school telephones are used for school business and are in constant demand. Students must have written permission from their teachers to use the telephone. If a student is being detained after school and the parent is unaware, that student will be permitted to use the telephone to inform parents.
- The phone lines are very busy at the end of the school day, so please pre-arrange after-school activities and rides home. Students are not able to use the school phone to plan social activities.

## **COMMUNICATION**

- We make every effort to communicate regularly with parents. Newsletters with school and PAC news are sent home via email and posted on the school website (<https://jke.sd35.bc.ca/>). Please make sure that the office has your correct email address. The school calendar can also be found on the website.
- Classroom teachers will send home notices and information related to special activities. Staying connected to your community is an important part of your child's school experience and success. We welcome your calls, suggestions and comments. Two-way communication between staff and parents is strongly encouraged.
- Along with formal report cards, parents and teachers communicate regularly through personal visits, phone calls, agenda notes and email.

## **VISITING THE SCHOOL – PARENTS/OTHER ADULTS**

- When visiting the school, a classroom or the playground, as indicated in School Board Policy, you must check in at the office when you arrive and pick up a Visitor's Badge.
- We ask parents NOT to go directly to the playground or to classrooms to talk to children, or to deliver lunches or other items. We ask that you respect the teachers' time with the students as well as the very important safety considerations covered by this School Board Policy.
- Any items for students (lunches, etc.) are to be dropped off on the table, just outside the office, for students to pick up. Please ensure items are clearly labeled with the student's name.

## VOLUNTEERS

- Parents are valued members of our school and support us in a myriad of ways.
- When visiting the school or a classroom we request that you sign in at the office as you arrive and wear a Visitor badge
- Please sign out when leaving and return the Visitor badge
- Occasional volunteers need to fill out a **Volunteer Safety Check form** before volunteering.
- 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.
- In order to protect the safety and welfare of our students, all volunteers helping on more than a casual basis must complete a copy of the **Volunteer Safety Check Application Form** and a **Criminal Record Check** (vulnerable sector).
- We must also be sensitive to the fact that certain duties are the responsibility of paid employees. If you have any questions as to the duties volunteers can perform, please feel free to call the office.



## PAC (PARENT ADVISORY COUNCIL)

- The purpose of the PAC is to promote and support education and to contribute to a sense of school community at James Kennedy Elementary.
- All parents and guardians of students registered at James Kennedy Elementary are voting members.
- There are monthly PAC meetings at which decisions are made affecting your children. We encourage parents to attend these PAC meetings, because your input is important!
- Volunteers are often needed for special events such as Spooktacular, Hot Lunch, Sports Day, and Movie Nights.
- Parents can also help by participating in fundraisers for school initiatives

## **STUDENT SERVICES & INFORMATION**

### **Learning Support Programs**

- We recognize that students have special needs of many kinds and strive to support all our learners at a high level.
- There are additional staff at the school who provide a variety of additional support to some students. This includes Resource Teachers, Learning Assistance, English Language Learner Teaching, and Speech Language Pathology.
- As a parent, if you feel your child needs additional support, please feel free to talk to your classroom teacher.

### **Counselling**

- Our counsellor is here at least 3 days every week. Referrals are generally accepted through the school-based team, teachers, parents or students' self-referrals.

### **Library**

- Our growing library collection contains over 17,000 materials (in both French and English) for students and staff.
- Students will have the opportunity to visit the library each week with their class. They may take out two books per week. French Immersion students will take out at least one French resource. Students are asked to return their books each week in order to take out new items for the following week.
- If a book is lost or damaged, students/families will be asked to pay for its replacement. If a lost book is found in good condition within the school year, a refund will be issued.

### **Textbooks**

- Textbooks are distributed to students to use for the year. Intermediate students often have individual books worth more than \$50.00. Students are asked to treat all textbooks with care, as they will be charged for any that are damaged or not returned.

## **LOST AND FOUND**

- Frequently lost items such as coats, hats, water bottles, etc, are misplaced. If the items are labeled with the student's name, it greatly assists in their speedy return.
- A lost and found area (clothes rack) is located in the north hallway just around the corner from the office. We encourage students and parents to check this area if something has been misplaced. Smaller items and valuables, such as keys and jewellery, are kept in the office. Occasionally we will put the Lost & Found racks outside for parents to check through. Once or twice a month, unclaimed items will be donated to charity.



## **LANGLEY SD#35 ADMINISTRATIVE PROCEDURE 506 – HARDSHIP**

The District is committed to ensuring that no student of school age will be denied an educational program due to financial hardship. Within the fiscal ability of each school and the District, no student is to be denied access to programs, events or field trips that are aligned to and enhance the BC curriculum.

### **Procedures**

1. The principal of each school will establish well known procedures to facilitate the participation of students who would not otherwise be able to participate in a course, class or program which is part of a student's educational program due to financial hardship.
2. The procedures must incorporate the principles of fairness, confidentiality and sensitivity, while maintaining family respect and dignity. Students, parents and staff will be advised of the procedure.
3. A statement informing parents of the hardship provision will be included on permission forms for trips, events and programs. The procedure for addressing financial hardship will also be included in the student agendas and parent and staff handbooks.
4. This Administrative Procedure applies to students of school age, who attend a District school and who are ordinarily residents of British Columbia

A family who is unable to participate in an educational program due to financial hardship is encouraged to make an appointment with the principal. The nature of the financial hardship, options, and strategies will be discussed. All information shared will be maintained in the strictest of confidence. The family will be contacted as soon as possible with the school's decision regarding the hardship request.

## **CODE OF CONDUCT**

At James Kennedy Elementary, our values, conduct and behaviour expectations are guided by our district Code of Conduct (Administrative Procedure 350) which can be found on the school district website.

The Langley School District is committed to fostering safe and caring schools that promote mutual respect, cooperation, and social responsibility, and support optimal learning.

District schools are inclusive environments which value all students and families regardless of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation, or gender identity/expression.

Students are expected to learn and mature as they move through successive grades. As such, the expectations and consequences increase with regard to personal responsibility and self-discipline when a student breaches the Student Code of Conduct. Expectations and consequences are student specific and developmentally appropriate.



## EXPECTATIONS OF STUDENTS AT JAMES KENNEDY

Our three primary values at James Kennedy are to **be safe, be respectful and be kind**. We believe that all community expectations grow from these essentials. Our goal is to inspire all learners to be positive and productive citizens who practice these values in all they do and say.

Students are taught and expected to be safe. We ask that they follow school rules designed to help keep students and staff safe. All students are expected to keep their hands, feet, and body to themselves. Students are expected to use technology appropriately and help take care of school property.

Students are taught and expected to practice respect. We ask that they demonstrate respect for themselves by giving their best effort in class. We ask that they are respectful to others in their community, by following the community rules, standing up for the well-being of others, and being accountable for choices that impact people around them. All students should also use appropriate language and listen respectfully to adults.

Students are taught and expected to practice kindness. Excellent citizenry requires a commitment to the well-being of others. Practicing kindness in word and in deed is critical to the well-being of the community.

Some key expectations of **being safe, respectful, and kind** can be seen in the chart below.

### I Can...

Be Safe	Be Respectful	Be Kind
<ul style="list-style-type: none"><li>- Follow classroom rules.</li><li>- Use materials appropriately.</li><li>- Follow school guidelines for safe use of technology.</li><li>- Keep my hands and feet to myself.</li><li>- Seek help - Report problems to supervisors.</li><li>- Use my WITS.</li></ul>	<ul style="list-style-type: none"><li>- Be ready to learn</li><li>- Follow instructions.</li><li>- Respect other people's ideas.</li><li>- Keep my desk and cubby tidy.</li><li>- Listen and respond politely to staff.</li><li>- Play in designated areas.</li><li>- Be a good example.</li></ul>	<ul style="list-style-type: none"><li>- Be kind to myself and others.</li><li>- Include others.</li><li>- Use kind words.</li><li>- Help each other.</li><li>- Wait my turn.</li><li>- Help others to use their WITS.</li><li>- Be a good sport.</li><li>- Keep the washroom clean.</li></ul>

## **SCHOOL APPROACH TO DISCIPLINE**

At James Kennedy Elementary, our approach to discipline is based upon Administrative Procedure 355. The following key principles are the foundation of our approach:

- Students are taught appropriate behaviour and ways to achieve it (including Zones of Regulation and WITS).
- Appropriate student behaviour requires involvement and commitment from students, parents, and staff.
- Mistakes provides opportunity for learning and growth. Addressing mistakes helps students to learn to be successful over time.
- Addressing mistakes involves further teaching and may include restorative action or consequences for behaviour to help students see the effects of their actions.
- The approach to discipline is progressive (as described below).
- The safety of the entire community will be considered when dealing with inappropriate conduct.
- District policies and procedures concerning drugs, alcohol, weapons, threats, and self-harm will be followed.

### **Progressive Consequences**

- Reminders about appropriate behaviour with suggestions for ways to make positive choices. This might include warnings of potential consequences.
- Meeting with staff or admin to discuss behaviour. This would often include a review of Zones of Regulation and/or WITS as ways to help make better choices.
- Completion of a problem-solving “Think Sheet”.
- Loss of privileges – for example the use of certain play areas or equipment, use of technology, recess or lunch time, or extra-curricular activities.
- Community service.
- In-school suspension.
- Out-of-school suspension.

### **Connection with Parents**

- Depending on the seriousness of the problem, administrators might contact parents/guardians.
- For major issues, administrators will request a meeting with parents/guardians.

## **TECHNOLOGY GUIDELINES**

The District Administrative Procedure 350 says that cell phones (or other personal digital devices) are not to be used at school from the student's arrival at the start of the day to the student's departure at the end of day. Students are encouraged to keep their personal digital devices at home.

Any devices brought to school should be turned off and stored away in backpacks unless otherwise permitted by school staff for instructional purposes. To reduce the likelihood of theft, cell phones (if at school at all) should be turned off and stored as per classroom procedures. The school is not responsible for any loss, theft, or damage.

In some classrooms, use of devices may be allowed under adult supervision for educational purposes. Staff will guide students on how to integrate these devices into their learning effectively and responsibly.

The use of cell phones or other electronic devices, including cameras, to capture pictures, video or audio that records other students or staff may only be done with specific prior consent from Administration. Possible educational uses of audio, picture or video recording could be to take a picture of notes on a board, to record video for a project or assignment, or to record audio for a music or language class, etc. At no time may cameras be used in washrooms

Please limit contact with students by text or phone call to before or after school hours. Please call the school office if you need to connect with a student.

## **INTERNET USE**

As a school, we recognize the wealth of information and knowledge that is available on the Internet and the valuable benefit it has to enhance and enrich a child's learning. However, we are aware of potential pitfalls and the unknown and inappropriate material that exists on the Internet.

- The Internet should only be used at school for educational purposes only and should be used only with teacher permission.
- Students are expected to follow protocols for safe use of the internet.
- Students are to behave appropriately online – demonstrating respect, responsibility and kindness to other.
- Students are expected to protect their login identification and passwords and not to share this information with others.

## **ACCEPTABLE USE POLICY / PHOTO RELEASE FORM**

- Parents will be asked to read and sign an Acceptable Use Policy (AUP) for the use of technology in school on behalf of their child(ren). This is a District Policy that permits students to use District technology while at school.
- Parents will also be given the opportunity to sign a Media Release Form. This allows for the use of a student's picture on District, school, or classroom websites or social media accounts. Please note that a student photo is never posted with the student's full name.