



James Kennedy Elementary School École Élémentaire James Kennedy



JKE Handbook 2023-2024 Information for PARENTS & STUDENTS

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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 as well as Early French Immersion school. This handbook has been prepared to provide information to you about the school and district and their operation.

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

SCHOOL MISSION STATEMENT

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

DISTRICT PURPOSE / MISSION STATEMENT

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



DISTRICT VISION & CORE VALUES



DISTRICT GRADUATE PROFILE

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

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

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

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

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

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

JKE BELL SCHEDULE 2023-2024:

Welcome Bell: 8:45 AM
Class Time: 8:50 - 10:30 AM
Recess: 10:30 – 10:45 AM
Class Time: 10:45 – 12:00 PM
Lunch: 12:00 – 12:33 PM
Class Time: 12:33 – 2:33 PM
Dismissal: 2:33 PM

Office Hours – 8:00 AM – 3:30 PM

STUDENT SAFETY/POLICIES

Arrival and Dismissal

- Students are requested not to use the front doors of the school. Students are to enter the school (in the morning) and exit the school (at the end of the day) via their outside classroom door.
- We discourage pupils from arriving earlier than the beginning of adult supervision time of 8:30 am to ensure the safety of our students.
- It is our expectation that students will go directly home after school. Supervision after school is provided from 2:33 to 2:48 PM.

Late arrival

- Students arriving after the morning attendance are requested to check in at the office to sign in late.

Early Dismissal & Non-Attendance Days for the 2023-2024 school year

Sept 5	School Opens – 10:30 dismissal
Oct 2	Truth & Reconciliation Day – school closed
Oct 6	School Improvement Day – students not in session
Oct 9	Thanksgiving – school closed
Oct 20	Professional Development Day – students not in session
Oct 25	1 Hour Early Dismissal and Parent/Teacher Conferences
Oct 26	1 Hour Early Dismissal and Parent/Teacher Conferences
Nov 10	Report Card Prep/Design & Assessment Day – students not in session
Nov 11	Remembrance Day
Nov 13	Remembrance Day – school closed
Dec 22	Calendar Variation - school closed
Feb 16	Professional Development Day – students not in session
Feb 19	Family Day – school closed
Feb 26	Report Card Prep/Design & Assessment Day – students not in session
Mar 6	2 Hour Early Dismissal and Student Inclusive Conference (NEW)
Mar 7	Student Inclusive Conferences – Students not in session (NEW)
Apr 1	Easter Monday – school closed
May 17	Professional Development Day – students don't attend
May 20	Victoria Day – school closed
June 28	Last Day of school – 11:30 dismissal

Reporting Absences

- Your cooperation in calling in any absences to the office, before 9:00 am, is requested. Please do not have the children phone as we need to hear from a parent. We have a new answering service for reporting late or absent students. Just dial 604-888-5257 and choose “Option 1” to leave a message.

School Visits

- 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 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

- Teachers appreciate parental assistance in many formats. 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.
- Volunteers who help teachers (in the classroom, on field trips, coaching etc) are required to complete a Volunteer Safety Check Application Form.
- A community Volunteer Letter of Understanding must be signed for those volunteers accepted to work in schools.
- 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.

Student Pick-Up

- If you are sending someone to pick up your children, please inform the office of this intent and please ensure that contacts for pick up are updated with the office. If you plan to pick up your child earlier than dismissal time, please pick up during scheduled break times whenever possible to minimize the disruption to the learning of the classroom. Please inform the teacher or the office ahead of time when possible.

When Children Are Ill

- In fairness to all, please do not send your child to school if there are definite signs of ill health. We have neither the facilities nor the personnel to care for sick children. Good health is necessary for effective learning. Students who are ill should receive proper medical attention and should not attend school until their health is reasonable. Students who become ill during the day are to go directly to their teacher or the office so arrangements can be made for pick up.
- Our policy is to send students who are ill, home as soon as possible. Our practice is to call parents and ask that the student be picked up. For this reason, it is important that parents keep work and emergency phone numbers current. If a child is sent home sick, we ask for 24 hours **without symptoms** before sending back 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.

Severe Allergies

- JKE is not different than any other school where children attend and have allergies, some more severe than others. With life-threatening conditions, we must err on the side of caution. When packing your child's snack or lunch, please be mindful of nut allergies that other children may have. Please totally avoid nuts, nut butter, nut products and nut oils. Thank you for working with us to keep all children safe!

****JKE IS A NUT-FREE 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 son/daughter to have.

Electronics/Cell Phones at School

- We prefer that students do not bring electronic games or devices to school. The possibility that they will get accidentally damaged or "borrowed" is very real. Please be aware that if your child does bring such items to school, they should be kept in their backpack and they are entirely responsible for them. Staff will not become involved if something happens to them.
- If cell phones are brought to school, they are to be TURNED OFF and turned into the teacher for safe-keeping when on the school grounds, otherwise they will be confiscated. This prevents interruptions to classes as well as inappropriate use of camera features and is a consistent policy across all elementary schools in the District.
- **In case of emergency**, parents are asked to call the office. The office will immediately get the message to the student(s).

Emergency Response and Drill

- 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.

Bicycle Safety

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

- For safety reasons, all students and adults are asked to walk any form of “wheels” on the school grounds (e.g. bicycles, scooters, skateboards).

Parking Lot Safety

- We have a very busy parking lot, as we are the largest elementary school in the District. We are extremely concerned about the safety of our students.
- 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 to school, carpool, organize a Walking School Bus, or park off the school grounds – if you decide on this last option, please be considerate of our neighbours by not parking on lawns or blocking driveways.

Please note the following parking lot guidelines and please follow them every day:

- Drive very slowly – 5 kph!
- In the morning, please adhere to all parking lot signage. There is absolutely NO PARKING in the drop-off lane in front of the school. **Drop off only and drivers should remain in vehicle.**
- In the afternoon, parking is allowed in the pick-up lane, drivers remain in vehicle.
- Never double park.
- Please be very aware of the 2 crosswalks and the accessible bus parking in the drive through lane
- 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.

COMMUNICATION & ACCEPTABLE USE POLICIES

To keep informed of school events please ensure that you are reading emails and newsletters from the school.

Communication

- Two-way communication between staff and parents is strongly encouraged. No question or concern is too big or too small. Along with formal report cards, parents and teachers communicate regularly through personal visits, phone calls, agenda notes and email.
- Please ensure that the office has your current email address. Communication of news and events are often done electronically through the school office.
- Information is available on our school website: <https://jke.sd35.bc.ca/>

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 twitter account. Please note that a student photo is never posted with the student’s full name.

STUDENT SERVICES & INFORMATION

Learning Assistance/Resource Programs

- Our Learning Assistance/Resource teachers coordinate school-based, District and community resources to provide appropriate educational opportunities for all students. We recognize that students have special needs of many kinds and strive to support all our learners at a high level.

Supplies and Textbooks

- All students are responsible for providing their basic school supplies. 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.

Use of the Office Telephone

- Students must have a phone pass from their teacher to use the telephone in cases of need. If a student is being detained after school and the parent is unaware, that student will be permitted to use the telephone to inform parents.
- **We do not allow students to use the school's phone to plan social engagements.**

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.

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.

Lost and Found

- Frequently 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.

School Mission, Vision and Values Statements

Success for all through learning and caring

COMMON LANGUAGE

*We see our school as being a safe and caring place to learn and work, where we all direct our energy and resources toward the unique needs of each child. At James Kennedy we value a solid student/parent/staff partnership where each person strives to follow our **COMMON EXPECTATIONS**:*

- Be **Brave**
- Be **Safe**
- Be **Kind**
- Be **Respectful**

Student Expectations and Consequences



James Kennedy Positive Behaviour Matrix

I CAN...	Be Safe	Be Respectful	Be Kind
Classrooms	<ul style="list-style-type: none"> • Follow classroom rules • Recognize my ZONE and get back to GREEN • Use materials appropriately • Use furniture appropriately • Follow school guidelines for safe use of technology • Give phones to classroom teachers 	<ul style="list-style-type: none"> • Be ready to learn • Listen to staff and speakers • Follow instructions • Respect other people's ideas • Respect other people's personal space and belongings • Keep my desk and cubby tidy • Classroom rules for hats determined by classroom teacher 	<ul style="list-style-type: none"> • Be kind to myself and others • Support others as they find the GREEN Zone • Use kind words and body language • Encourage others • Include others • Be welcoming to new students
Hallways	<ul style="list-style-type: none"> • Walk on the right hand side • Use sensory paths appropriately 	<ul style="list-style-type: none"> • Travel quietly, respecting the learning of others • Be a good example • Treat hallway displays with respect 	<ul style="list-style-type: none"> • Take turns at the water fountain • Smile at others • Wandering in hallways during breaks not permitted • No hats in hallways and shared spaces (library)
Washrooms	<ul style="list-style-type: none"> • Ask for permission to go to the washroom • Use the washroom quickly and return to class • Wash your hands with soap and water 	<ul style="list-style-type: none"> • Respect other people's privacy • Flush the toilet 	<ul style="list-style-type: none"> • Keep the washroom clean • Report messes to the office
Eating Time	<ul style="list-style-type: none"> • Sit down calmly during lunch time • Listen to monitors and supervisors (inside & outside) • Bring nut-free snacks and lunches • No sharing food 	<ul style="list-style-type: none"> • Tidy up after myself • Use the garbage and recycling bins 	<ul style="list-style-type: none"> • Use kind words • Use my manners – ex. Please and thank you • Help each other
Outside / Playground	<ul style="list-style-type: none"> • Use my WITS • Seek help - Report problems to supervisors • Keep my hands, feet and body to myself • Follow playground rules • Use equipment appropriately • Dress for the weather 	<ul style="list-style-type: none"> • Listen and respond politely to staff • Play in designated areas • Walk bikes and scooters on school property before, during and after school • Enter class through the outside doors • Play away from portables • Mobility swing for students with mobility restrictions 	<ul style="list-style-type: none"> • Help others to use their WITS • Share the equipment • Take care of the equipment • Take turns when playing • Play fairly • Be a good sport

FAIR NOTICE

RESPONSE TO THREAT-MAKING BEHAVIOUR

School District 35 (Langley) is committed to a safe and supportive environment for all. We take all threatening comments and behaviours seriously. Students, staff and parents should be aware of the District's Violence Threat Risk Assessment Protocol that can be found on the district website at www.sd35.bc.ca and in all school main offices.

What is a Threat?

- A threat is an expression of intent to do harm or act out violently against someone or something
- A threat may be verbal, written, drawn, posted electronically or made by gesture
- A threat may include any high risk behaviour such as possession of a weapon

What Parents and Students Need to Know

- Any threat must be reported to the school administration, counselor or some other trusted adult
- Investigation may involve the police and / or other community agencies
- Investigation may involve locker or personal property searches
- Interviews will be held with the threat-maker and other students or adults who may have information about the threat
- Parents of students who are directly involved will be notified
- Threatening behaviour may result in discipline for a student
- An intervention plan may be developed for the student making the threat and a support plan developed for any individuals targeted by threats

What is Threat Assessment?

Threat assessment is a process that is followed when a school becomes aware of a threat made against a student, staff member, or the safety of the school building and its occupants. When any form of a threat is made, a threat assessment team will investigate and appropriately enact the District's Violence Threat Risk Assessment Protocol. A threat assessment team is made up of individuals who have received formal threat assessment training.

Everyone Has A Duty to Report

Often when we hear in the media about a violent incident, we learn that the threat-maker had made threats in advance of acting violently. To keep our school communities safe, students, parents, staff and community members must report all threat-related behaviours and high-risk activities.

Privacy Matters

The School District is subject to personal information privacy laws, and will undertake the collection of this information in compliance with the requirements of such laws, including by limiting collection to information that is relevant and necessary to address a risk or threat and by ensuring that information is collected from publicly available open source media sites. The School District will not collect information as part of a threat assessment unless there is reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to law enforcement authorities in appropriate circumstances.

SD35 will follow up on every reported threat.



Langley School District Code of Conduct

The Langley School District believes that everyone has the right to learn and work in a safe, caring, healthy and orderly environment. All members of the school community are expected to maintain an attitude that is cooperative, courteous and respectful. It is a shared responsibility to demonstrate positive conduct while attending any school or District related activity, regardless of time and location.

Respect Yourself – care about your learning and yourself

Some examples include:

- make positive choices
- be on time and prepared to learn and do your best
- Be a positive contributor to the learning environment

Respect Others – be considerate of the personal feelings, space and belongings of others

Some examples include:

- be polite, honest and communicate respectfully
- be responsible for your actions
- be respectful of personal and cultural diversity

Respect Property – respect the school's environment

Some examples include:

- treat school equipment with care
- clean up after yourself and recycle
- ask before borrowing property

Be Safe - follow school rules and expectations

Some examples include:

- use appropriate hallway etiquette
- report dangerous situations to staff
- follow protocols for positive digital citizenship

All members of the school community are expected to comply with the purpose and spirit of the British Columbia Human Rights Code (Section 7 and 8), including not engaging in discriminatory conduct on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity, political beliefs, and age.

Discriminatory conduct includes publishing or displaying anything that could discriminate against another based on accommodation, service and facility, or expose them to contempt or ridicule, on the basis of the above grounds.

The Langley School District encourages positive conduct from all members of the school community. It is not acceptable to directly or indirectly engage in behaviour that is considered:

- dangerous, including fighting or assault (or play fighting)
- discriminatory
- disrespectful, rude or defiant
- interfering with the learning environment

- bullying (including cyberbullying), harassment, intimidation, threatening or violent
- indirect involvement (bystander) in incidents of violence, bullying or harassment
- retaliatory in nature
- unsafe, possessing weapons or replicas and explosives (such as fireworks/firecrackers)
- theft or vandalism
- plagiarism or cheating
- unauthorized leaving of school grounds
- the dangerous use of cars, bicycles, skateboards and other equipment
- possession, use, distribution of any illegal or restricted substances
- illegal, including smoking on school property
- misuse of technology and electronic devices

Forms of unacceptable conduct cited above are some examples and not an all-inclusive list.

Consequences

School safety is paramount. Consequences for behaviour not meeting the Code of Conduct will be applied in a manner that respects individual differences, age appropriateness and past conduct. Whenever possible, incidents will be resolved by discussion, mediation, restorative action, restitution and if necessary, meetings with parents or guardians. Every effort to support students, staff, parents and guardians, and to determine the root causes of behaviour will be made. While the District hopes that strategies are learning experiences, there are times where the following consequences may apply:

- review of school and District expectations
- loss of privileges (i.e. placement in an alternate setting, detention, modified schedule)
- community service
- consultation with School District Staff, RCMP, Fire Department and other community agencies
- Violence Threat Risk Assessment (VTRA)
- suspension (for both students and staff)
- in the case of students, expulsion
- in the case of staff, termination
- in the case of parents and guardians, application of Section 177 of the *School Act*

The consequences cited above are only examples and not an all-inclusive list, and are not necessarily in progressive order. Decisions of District staff are eligible for appeal in accordance with District Policy No. 1205 – Bylaws of the Board – Student/Parent Appeals

The Langley School District Code of Conduct supercedes all previous District and individual school's Codes of Conduct in whatever form and has been structured to align with and adhere to the standards outlined in:

- The *School Act* 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007
- B. C. Human Rights Code
- B.C. Ministry of Education: Safe, Caring and Orderly Schools A Guide (Nov. 2008) and Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007), both found at www.bced.gov.bc.ca/sco/
- The Langley School District Fair Notice Protocol
- School District No. 35 - Policy No. 7200 – Anti-Harassment and Anti-Discrimination Policy
- School District No. 35 – Policy 6200 – Workplace Discrimination, Bullying and Harassment
- School District No. 35 – Policy 1205 – Bylaws of the Board: Student/Parent Appeals

The Langley School District wishes to acknowledge the contributions of Safer Schools Together and the Burnaby School District for their contributions to this document.

The intent of a dress guideline is to set expectations to assist students, staff, and parents in decision-making with respect to clothing. It is not intended to be prescriptive nor punitive, but to provide a level of clarity so that correction or discipline is not required.

Dress guidelines are intended to incorporate individual preferences for students and their families to dress in a manner that they choose. Individual choice is however tempered by a responsibility to recognize that a school is a learning and working environment, in which there is an expectation of reasonableness.

Staff members have a responsibility to assist students in understanding and abiding by the District dress guidelines. Parents have a responsibility to support appropriate dress for the school and the workplace.

Clothing should be comfortable and allow a student to participate safely in activities such as physical education, science experiments, and/or shop projects. Clothing should demonstrate a respect for the school community. Clothing should meet standards of suitability that are typical of an office workplace and should not be offensive to others.

Articles of clothing that promote alcohol or drugs, display offensive language or images, or encourage sexism, racism or bigotry are not acceptable in a school. Clothing bearing direct or indirect messages or graphics referring to gang culture, sex or pornography, weapons or violence will not be permitted.

When there are differences in perspective, all involved have a duty to seek common understanding in a mutually respectful manner. Ultimately, the school administration has the responsibility to apply the dress guidelines when necessary. If any person dresses in an inappropriate manner, the student should be advised personally and discretely and given an opportunity to meet the District guidelines.

Discipline Policy

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

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

Misbehaviour

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

Unacceptable Behaviour

The consequences for unacceptable behaviour range from a discussion about the behavior to loss of privileges, to suspension (in school or at home).

Serious Offences

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

These include:

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

For more information on Student Expectations and Consequences for all students in the Langley School District please see https://www.sd35.bc.ca/wp-content/uploads/sites/2/2020/12/AP_355_Student-Expectations-and-Consequences.pdf

PARENT OPPORTUNITIES

Parent Advisory Council (PAC)

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

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

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

Members:

- All parents and guardians of students registered at James Kennedy Elementary are voting members.
- Monthly meetings are held, at which, decisions are made affecting your children and your input is important.

Opportunities for Involvement:

- Attend monthly PAC Meetings (all parents are welcome)
- Volunteer at special events such as Spooktacular, Hot Lunch, Sports Day etc.
- Fundraise for school initiatives

