

Lambton-Kingsway Junior Middle School

Parent Handbook



Lambton_Kingsway@tdsb.on.ca
416-394-7890 (Main Office)

School Website <https://schoolweb.tdsb.on.ca/lambtonkingsway>

Craig Howe, Principal - craig.howe@tdsb.on.ca

Kimm Norton, Vice Principal - kimm.norton@tdsb.on.ca

Zofia Stefanowicz, Office Administrator - zofia.stefanowicz@tdsb.on.ca

Emily Wieczorek, Secretary - emily.wieczorek@tdsb.on.ca

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School History

Lambton-Kingsway has enjoyed a long standing tradition of community involvement and educational excellence. The newly constructed building, completed in 1993 is the fourth school to be located in this community since the village of Lambton was founded.

Dating back to 1845, Lambton Mills Public School was the first two-room school in Etobicoke. By 1875 a one- room, red brick school was built at the corner of Lambton Road (now Prince Edward Drive) and Government Road. Increasing enrollment resulted in the construction of a four- room school adjacent to the old school in 1916. The new Lambton-Kingsway Junior Middle School opened its doors to 551 enthusiastic learners on January 4, 1993.

Lambton-Kingsway Junior Middle School Mission

Lambton-Kingsway Junior Middle School is committed to promoting high academic achievement and fostering the social and emotional development of each student through collaboration, mutual respect and community partnerships.

We are committed to:

- Fostering a safe, positive and respectful learning environment
- Providing an equitable and inclusive learning environment
- Promoting social responsibility through character development
- Developing life-long learners

As we work to support our students to achieve their full potential and to have our school run smoothly and effectively, there are a number of procedures and expectations that we follow at Lambton-Kingsway JMS. Please review these items carefully to ensure that your child experiences a successful school experience.

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Student Attendance

Regular attendance is important for your child's success and for building a strong foundation for continuous achievement. There is supervision in the school yard 15 minutes before the start of the school day. Students are encouraged to arrive at school approximately ten minutes before entry time, especially when the weather is unfavourable.

Students are expected to arrive to school on time and prepared for class. A child entering a classroom late can result in missing instruction or assigned work. It can also be disruptive to the learning taking place in the classroom. We work together with parents to teach children the importance of punctuality. Students arriving late are to report to the main office to allow correct attendance to be recorded.

If a child is ill, it is appropriate to keep them home until they feel better and the symptoms of the illness are subsiding. This action ensures students can concentrate on their learning when they return and also limits the spread of the illness. If it is necessary for a child to be dismissed early, please contact the classroom teacher or the main office. Parents/Guardians are to pick up their child at the school office on these occasions. Please keep in mind that frequent, short-term absences can be disruptive to the learning process.

Safe Arrival Program

The Safe Arrival Program is designed to provide information between the home and school on the whereabouts of any child who does not arrive at school on time. If a child is not in attendance at school an automated phone call will be sent to the primary parent telephone contact beginning at 9:30 a.m. and 1:15 p.m. We ask that parents listen carefully and respond fully to the call. If you believe your child is at school and you receive a call reporting an absence, please call our main office immediately, 416-394-7890.

How to Report an Absence

If you know your child is going to be absent, please call 1-833-250-2290 and follow the prompts. Alternatively, you may call Lambton-Kingsway JMS and leave a message at 416-394-7890 (option 1). If you are calling the school, please ensure that you speak clearly and identify the following:

- Your child's name
- The classroom teacher's name
- The reason for the absence
- The length of the absence
- The caller's name

Dropping Off Students

We encourage students to walk to school, whenever possible. If you are walking with your child, it is appropriate to drop your children off in the playground. If you are driving, we ask you to make use of our Kiss and Ride program. Or if you find it necessary to park a vehicle, we ask that you park your car close to the school on a side street and walk your child to the school yard. Please note there is no parking in the parking lot loop as it is used for the Kiss and Ride.

Playground Supervision

Staff are on duty in the schoolyard from 8:20 a.m - 8:35 a.m. before the start of the school day and from 3:00 p.m. - 3:25 p.m. at the end of the day as well as during recess and lunch periods. Students are encouraged not to arrive prior to when supervision is on the playground and to leave when there is no longer supervision on the playground unless they are under the care of a parent or caregiver.

Kiss and Ride

The Kiss and Ride program operates in the parking lot from 8:20 - 8:30 a.m. The aim of the Kiss and Ride is to improve the safety and congestion in our parking area. Parents are requested to drop off their child(ren) at this location when possible. Once students have been dropped off, drivers of the vehicle are reminded to exit the area slowly and carefully. Students can enter the playground as there is supervision on the school yard.

Parking

Cars entering the parking lot are to do so slowly and are not to pass other cars as a child may exit from the driver's side of the vehicle. Please do not park in any of the parking spots in the main parking lot. You may park in the parking lot closer to the swimming pool or on side streets around the school. Do not park your car in the driveway loop as this impedes the flow of vehicles in the Kiss and Ride.

School Bus Transportation

Some students are eligible for transportation. Students in Kindergarten to Grade 5, who live a distance of more than 1.6 km. from the school, may apply for school bus transportation. Buses will pick up and drop off students who are eligible; parents are responsible for their child at the bus stop. Please note that Kindergarten children will be let off the school bus only when a caregiver is present to receive them. The application process can be found on the [TDSB website under Transportation](#). There may be a limited number of seats available to students who do not live beyond 1.6 km. from the school. Parents need to apply for these seats if a transportation application is denied by the transportation department. Decisions about allocations of 'empty seats' will take place after the first month of school.

Crossing Guards

Crossing guards are on duty by the crosswalk at the school parking lot, the corner of Government Road and Prince Edward Drive, and Dundas Street West and Prince Edward Drive. They are on duty before school, at lunch and after school. Students are reminded to follow the directions of the crossing guards as they are present to support the safety of the pedestrians.

Parent/Guardian Contact Information

Parents and Guardians are required to provide the school with up-to-date addresses, home, work and emergency contact numbers. This information is kept confidential and is used only to communicate important information either from the school office or your child's teacher. If your information changes, it is the responsibility of the parent or guardian to contact the main office promptly, to provide updated contact information. Weekly communication from the school will be sent to the email address provided during registration or updates.

Emergency Drills

There is a regular schedule of emergency drills throughout the school year. Regular drills provide the opportunity for students to practise and learn how to handle emergency situations. Drills also allow for periodic review of procedures and practices at the school level. At the beginning of the school year, students and staff will practise fire procedures and lockdown procedures. These will also be reviewed in the spring.

School Cash Online

Lambton-Kingsway JMS is mostly a cashless school. [Information about School Cash Online](#) is on our board website. All payments for excursions, pizza lunches, etc., are to be made through this system. You may register for a new account at

<https://tdsb.schoolcashionline.com/>. When registering for a new account you will need to connect an email and create a password. Please keep both of these for future reference.

Hot Lunch

Home life can be quite busy and families or students may not have time to make lunch each day. Our hot lunch program is supplied by an outside organization. You may choose to order a hot lunch through this provider. If you would like to order a hot lunch follow these instructions.

- Go To: <https://kidssentials.boonli.com/register>
- Password is: lk55 (All lower case),
- Please enter the information requested and choose a Username and Password.
- IMPORTANT At the bottom of the page, select “I want to order for someone else” (unless you are staff and want to get a lunch in the school). You will then be asked for your child(ren) Student(s) information (Kindly put in the location/class for your child in order to see the menu)
- You will then be prompted to sign in again with the Username and Password you just set up.
- Those are the ones you will need to use to log in in the future.
- In order to see the options in your account, click on the 3 horizontal lines on the top left.
- Please take some time to read the FAQ / Program information page.

Safety and Discipline

Building a safe and caring learning community that is nurturing, respectful and positive is of the utmost importance at Lambton-Kingsway JMS. Such learning environments are peaceful and welcoming for all. They must be free of negative factors such as abuse, bullying, discrimination, intimidation, hateful words and deeds and violence in any form. They must also clearly demonstrate respect for human rights and social justice and promote the values needed to develop responsible members of our community. We also know that our students are learning how to interact in socially appropriate ways with each other. Part of the learning that occurs in classrooms and schools is teaching students how to regulate their emotions and to resolve conflicts peacefully.

When students breach the code of conduct, consequences will be consistent with progressive discipline techniques. Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build on strategies that promote positive behaviours.

Interventions may include:

- discussion with a teacher, member of the support staff, vice-principal or principal
- attendance/performance/behaviour contracts
- time-out/detention
- reflection sheet
- peer mediations
- written or oral apology
- loss of privilege to participate in specified school activities
- restorative justice practices
- communication with parents or guardians
- suspension/expulsion in serious incidents

Consequences for inappropriate student behaviour are also directed by the [Lambton-Kingsway Student Expectations](#), [TDSB Code of Conduct](#), the [TDSB Online Code of Conduct](#), and [the Education Act](#).

Playground Expectations

Our playground is supervised by multiple staff members throughout the day with a focus on safety and supporting students to have a successful period of exercise and social interaction. In order for our playground to be a safe and respectful environment for all, students are reminded of the following expectations.

- Have fun and play safely!
- Show respect for yourself and others
- Solve conflicts peacefully
- Keep your hands, feet and objects to yourself
- Students are to wait for adult supervision prior to climbing on play equipment
- Fighting, tackling games, hard balls, bats, skateboards, scooters, and bicycles are not permitted on the playground
- No sitting, hanging upside down or standing on top of the climbing equipment
- Do not climb on top of, or on the outside of the play structure.
- Go down the slide on your bottom, feet first, and no crawling up or blocking the slide
- Use the field for tag and running or sports games.

School Communication

Effective communication between home and school is important to support student learning and to keep parents informed. Communication is one of the factors that contributes to the success of our students. Weekly communication is sent via email from the school and periodic communication is sent by classroom teachers. Parents also have an opportunity to meet their child's teacher in September at Curriculum Night, discuss the curriculum for the year and to speak about communication practices. Throughout the school year there are scheduled opportunities to meet with teachers to discuss student progress, however, if parents wish to meet with your child's teacher at other times, you are asked to arrange a meeting date and time with the classroom teacher.

Five Day Cycle

Lambton-Kingsway JMS follows a five day cycle as opposed to the days of the week. The days are numbered 1 to 5 and are not viewed as Monday to Friday. This practice ensures that students do not miss their Library or Gym classes because Monday is a holiday or Friday is a Professional Activity Day.

Cell Phone Policy

Lambton-Kingsway JMS has a "no phone" policy which means students are not permitted to have their phone with them in class, in the hallways, on the playground, or in the bathrooms unless expressly directed to do so by the classroom teacher. Cell phones must be secured in a backpack, in a locker at all times. If students are contravening the cell phone policy, progressive discipline will occur beginning with confiscation of the cell phone until the end of the day.

Office Telephone

Students may use the office telephone in an emergency. We encourage students to take responsibility for bringing required equipment, books, lunches and assignments when they come to school so they do not have to contact home to have items dropped off at the school.

Student Item Drop Off

In the event that it is urgent that an item is dropped off for a student, there is a table located under the stairs at the main entrance where parents can leave the item. Parents can check in at the main office to inform our office staff that the item has been dropped off. Students will be directed to this table to check for their forgotten items.

Lost and Found

There is a Lost and Found area near the front doors, entrance 4. Outdoor clothing, running shoes and gym clothes should be labelled so that items can be identified and returned to the rightful owners. Parents may check the Lost and Found at any time. Lost and Found items are displayed in the front foyers several times a year before being donated.

Dogs at School

Dogs (not including service dogs) are not allowed on school property for safety reasons as per TDSB PR523.

Bicycles/Skateboards/Scooters

Bicycles, skateboards and scooters are not to be ridden on school property. Bicycles should be locked at the bicycle racks. Skateboards and Scooters can be stored in lockers.

Illness or Injury at School

When a child is sick, he or she will remain in class and kept comfortable while parents are contacted to determine what steps they wish to take. In a case where an injury appears to be serious, parents will be called and if necessary emergency services will be contacted.

Anaphylaxis

Lambton-Kingsway JMS is committed to keeping every student safe. There are some students who suffer from life-threatening allergies to peanuts, nut related products or other allergens. Students with severe allergies to foods or substances are exposed to a severe health risk when these items are consumed or present in their environment or shared with them. For this reason, all food that is consumed at school by all students must be nut-free. If your child has a life-threatening allergy, we ask that you inform the main office and classroom teacher as soon as possible.

Lunch Routines

We encourage students to go home for lunch if safe and appropriate arrangements can be made. Students in kindergarten eat in their classrooms with a lunchroom supervisor and play outside for a portion of the time. Students in grades 1 to 3 eat lunch in their classrooms with a lunchroom supervisor shared between two or three classrooms. Students are given 30 minutes to eat their lunch and then go outside to play for 30 minutes. Students in grades 4 and 5 play outside for 30 minutes with supervision and then come into the lunchroom to eat. Students in grades 6 to 8, with parent permission, often leave school property for lunch. The lunchroom is available to them until 11:50 a.m.

Lambton-Kingsway Park (Shale Pit)

This area is NOT supervised before or after school, nor is it monitored during the lunch hour. We request that parents regularly review expectations for their child's use of the park during these times. Garbage should always be put in the garbage cans. Students who are in the park should be considerate and respectful of community members using the park.

Lambton-Kingsway Bell Times

Kindergarten		Grades 1 to 6		Grades 7 & 8	
Period	Time	Period	Time	Period	Time
Entry	8:30	Entry	8:30	Entry	8:30
1	8:35-9:25	1	8:35-9:25	1	8:35-9:25
2	9:25-10:15	2	9:25-10:15	2	9:27-10:17

		Recess	10:15-10:30		
3	10:15-11:05	3	10:30-11:20	3	10:19-11:09
Lunch	11:05-12:20	Lunch	11:20-12:20	Lunch	11:09-12:20
4	12:25-1:15	4	12:25-1:15	4	12:25-1:15
5	1:15-2:05	5	1:15-2:05	5	1:17-2:07
		Recess	2:05-2:20		
6	2:05-2:55	6	2:20-3:10	6	2:09-2:59
Dismissal	2:55	Dismissal	3:10	Dismissal	2:59