

Lambton-Kingsway Junior Middle School



Parent Handbook

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School Communication

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Visit our Web Site

<http://schools.tdsb.on.ca/LambtonKingsway>

Visit our Blog

Principal : <http://lksprincipal.blogspot.com>

Vice-Principal : <http://vplks.blogspot.com/>

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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.

Student Attendance (Arrival & Dismissal)

Regular attendance is important for your child's success and for building a strong foundation for continuous achievement. Frequent, short-term absences are disruptive to the learning process. If your child is ill, please keep them home so that they do not infect other staff / students.

Early dismissals may be arranged by a note written by the parent or guardian. Parents and guardians are to pick up their child at the school office on these occasions. Students are encouraged to arrive at school not more than five to ten minutes before entry time, especially when the weather is unfavorable. There is supervision in the schoolyard 15 minutes before the start of the school day.

Students are expected to arrive at the school on time and prepared for classes. It is important to remember a child entering late in the classroom is disrupting the other students and missing instructions and work. Help us teach your child the importance of punctuality. All late comers must report to the school office upon their arrival. Students who are late 3 times in a month will receive a verbal warning from the office. Students who are late more than 5 times in the month will receive a letter from the office. Students who are late may be asked to make up the time during recess.

Safe Arrival Program

The Safe Arrival Program is designed to provide up-to-date information between home and school on the whereabouts of any child who does not arrive to school on time. Through this system of reporting absenteeism, it should be possible to eliminate situations where a child is missing without the knowledge of the home or school. A note is not necessary once the parent or guardian has contacted the school and explained the reason for the child's absence.

How to Report an Absence

Parents should contact the school whenever their child is absent or late. You may leave a message 24 hours per day. Call the Safe Arrival Line whenever your child is going to be absent at (416) 394-7890 - press 1.

Please identify the following:

- ...the child's full name;
- ...the classroom teacher's name;
- ...the reason for the absence, and
- ...the caller's name

Dropping off Students

We encourage students to walk to school whenever possible. If you are walking, please drop your children off in the playground. If you are driving, **DO NOT STOP NEAR THE CROSSWALK** to drop off or pick up your child as this creates a hazardous situation for children. When driving, please use our Kiss and Ride program.

Kiss and Ride

The Kiss and Ride drop off program is provided in the morning to help improve safety and alleviate congestion in the teacher parking area. Parents are requested to drop their child off at this location whenever possible. Parents should drive into the parking lot where a parent volunteer will open the car door, provide assistance to the child exiting the vehicle, and ensure that the child enters the school yard. Drivers are then free to leave the Kiss and Ride area. While in the parking lot, we ask that you watch for children and drive carefully. This program is successful because of the dedication of our volunteers who are committed to a safe arrival for our students. If you wish to volunteer for the program please contact LKS Parent Council.

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. In addition, do not leave your vehicle unattended in the parking lot unless it is in a designated parking space. If you wish to walk into the schoolyard with your children or need to be in the school, please park in the parking spots in the school parking lot (near the pool), or on the side streets close to the school. Parking your car in an area not designated for parking may result in a ticket from the Toronto Parking Authority, so please be mindful of signage.

School Bus

Some students are eligible for transportation. Buses will pick up and drop off students who are eligible and parents are responsible for their child at the bus stops. To avoid overcrowding on the bus, each year a list of students who are transported back and forth to LKS is prepared. The list is also used to ensure that *only these students are allowed on the bus*. Parents of students who are new to the school should request an application for bus transportation from the office, if they think their child is eligible. Kindergarten children will not be left at the bus stop if a caregiver is not there to receive them. The child will be returned to the school. It will then become the responsibility of the caregiver to pick the child up from the school.

Crossing Guards

Crossing guards are on duty by the crosswalk at the school parking lot and at the corner of Government and Prince Edward. They are on duty in the morning (8:30am – 9 am), at lunch (11:30am – 12:45 pm) and at the end of the day 3:30 pm – 4 pm). It is very important for the safety of everyone to cross the street on the same side as the crossing guard and wait for their signal before crossing.

Parent / Guardian Contact Information

It is the responsibility of the parent / guardian to provide the school with up-to-date home, work, and emergency contact numbers. This information will be kept confidential and will assist us in contacting you or your designate in case of an emergency situation. If throughout the year you change work locations, please contact the office and provide us with the new contact information.

Volunteering and Visiting

LKS appreciates the wonderful contributions of volunteers. To ensure the safety of our staff and students, all volunteers and visitors **MUST** report to the office to sign in and receive an identification badge. All doors are locked except the front door. Entry after that time can be made through the south west door off Prince Edward only. The TDSB Volunteer Policy requires all volunteers to have a current Criminal Record Check. Please contact the office for further information.

Emergency Drills

There is a regular schedule of Emergency Drills scheduled throughout the year. During a drill, students practise and learn how to handle the emergency situation.

Fire Drill

For a fire drill, students learn to exit the school in a safe, orderly and quiet manner. Fire exit routes are posted in each school room. We expect all staff, students, volunteers, parents and visitors to leave the school whenever the alarm sounds. When the fire alarm sounds, the teachers escort all students immediately out of the school (rain, shine or snow) through the nearest safe fire exit. To ensure their safety, students are not permitted to return to class for their coats, boots or shoes. For this reason, we encourage children to wear shoes in the classroom. It may be helpful to keep an extra pair of shoes at school during the winter. In the case of a non programmed alarm, students are not allowed to enter the school until it has been checked by the Fire Department.

Lockdown / Hold & Secure

We also practise Lockdown/Hold and Secure procedures. A Lockdown is an emergency procedure that would be used if there was imminent danger or a threat within the school. A Hold and Secure occurs when there is a dangerous situation occurring nearby, outside the school property. During a lockdown practice, students remain quietly in one area of the classroom, the blinds are drawn, lights are turned off, and the classroom door is locked. During a hold and secure, access in or out of the school is limited. Students remain inside the building.

Evacuation

A school Evacuation is also practiced. An Evacuation only occurs when there is a crisis situation and the school is no longer safe. In the event of an Evacuation, all staff and students will assemble at **Kingsway Lambton United Church** at the corner of Prince Edward Drive and The Kingsway.

Lambton-Kingsway Junior Middle School Code of Conduct

Lambton-Kingsway Junior Middle School is committed to providing a healthy learning and working environment by promoting respect, civility, safety, responsibility and academic excellence.

Student Expectations

Respect

- One's self, others, staff and community members.
- Property belonging to the school, others and the community.
- Diversity in all people (ideas, beliefs, values, opinions).

Responsibility

- Follow all school, TDSB and Ministry rules and policies.
- Communicate and dress in an appropriate manner.
- Demonstrate honesty, integrity and accountability for their own words, actions and decisions.

As a student at Lambton-Kingsway Junior Middle School:

- I follow all the TDSB, school and class rules and routines.
- I do my best and I am polite and courteous to others at all times.
- I always keep my hands, feet and other objects to myself.
- I arrive on time and prepared for class. If I am going to be late/absent, I will have a parent/guardian call the school. If I am late, I will get a late slip.
- I will **not** bring electronic devices (cell phones, music players) into the classroom. I will leave these things at home unless absolutely necessary. If they must come to school, they will remain in my locker during school hours. I am fully responsible if these objects are lost or stolen.

Dress Code:

- I will dress in an appropriate manner at all times.
- I will not wear attire that has language and/or representations that depict violence, profanity, racial or gender discrimination, or could be seen as offensive by any individual or group.
- I will not wear a hat/cap in school. Head gear worn for religious reasons is respected and accepted.
- I will dress appropriately for the weather and have a change of footwear for winter use.
- I will have appropriate clothing for gym class, or I will not be permitted to participate.

Movement through the school (including halls and stairways):

- I will move in a quiet and orderly manner. I will **not** run!
- I will keep to the right of the hall and stairway at all times.
- I will stay with the flow of my class and I will keep up with the teacher.
- I will enter the gym/ lab/ classroom only with direct permission from a teacher and only when a teacher is present.
- I will try to limit bathroom and water breaks to recess and lunch. If I must go during class time, I will go quickly and quietly and return immediately to class.
- I will never go anywhere in the school on my own. I will always take a buddy with me.
- I will leave the school immediately when dismissed at recess, lunch, and at the end of the day.
- I will not enter the school during recess, lunch or non-school hours without expressed permission.

Locks and Lockers:

- If I have a locker, I must use a lock or clip. I will keep my locker closed at all times. I will give my locker combination to my teacher and **no one else**.
- I am fully responsible for the condition of my locker and its contents.

Safety / Discipline

Building a safe and caring school with a learning community that is safe, nurturing, positive and respectful 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 a society.

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 (in no particular order) 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 mediation.
- Loss of privilege to participate in specified school activities.
- Written or oral apology.
- Restorative justice practices.
- Suspension / expulsion (serious incidents).

Consequences of Inappropriate Student Behaviour

SUSPENSIONS A principal shall consider in accordance with Section 306. (1) of the <i>Education Act</i>	Principal May	Notify Police	
	Issue Suspension	May	Shall
1. Uttering a threat to inflict serious bodily harm on another person	1–19 Days		X
2. Possessing alcohol or illegal drugs	1–19 Days		X
3. Being under the influence of alcohol	1–19 Days	X	
4. Swearing at a teacher or at another person in a position of authority	1–19 Days	NA	NA
5. Committing an act of vandalism that causes extensive damage to school property at the pupil’s school or to property located on the premises of the pupil’s school	1–19 Days		X
6. Bullying	1–19 Days	X	
SUSPENSIONS A principal may consider in accordance with Board policy and Section 306. (1) 7. of the <i>Education Act</i>	Principal May	Notify Police	
	Issue Suspension	May	Shall
1. Willful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises	1–19 Days	X	
2. Use of profane or improper language	1–19 Days	NA	
3. Use of tobacco	1–19 Days	X	
4. Theft	1–19 Days	X	
5. Aid or incite harmful behaviour	1–19 Days	X	
6. Physical assault	1–19 Days	X	

7. Being under the influence of illegal drugs	1–19 Days	X	
8. Sexual harassment	1–19 Days	X	
9. Racial harassment	1–19 Days	X	
10. Fighting	1–19 Days	X	
11. Possession or misuse of any harmful substances	1–19 Days	X	
12. Hate motivated violence	1–19 Days		X
13. Extortion			X
14. Distribution of hate material	1–19 Days	X	
15. Inappropriate use of electronic communications or media devices	1–19 Days	X	
16. An act considered by the school principal to be a breach of the Board’s or school code of conduct.	1–19 Days	X	
SUSPENSIONS PENDING POSSIBLE EXPULSION, Section 310. (1) of the <i>Education Act</i> Principal shall issue a suspension pending possible expulsion, and then conduct an investigation within five (5) school days. Following the investigation confirm the suspension, shorten the suspension, withdraw the suspension or refer to the Board for a hearing.	Principal Must Issue Suspension	Notify Police	
		May	Shall
1. Possessing a weapon, including a firearm	1–20 Days		X
2. Using a weapon to cause or to threaten bodily harm to another person	1–20 Days		X
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner	1–20 Days		X
4. Committing sexual assault (Refer to Board Policy P.045: Dealing With Abuse and Neglect of Students)	1–20 Days		X
5. Trafficking in weapons or in illegal drugs	1–20 Days		X
6. Committing robbery	1–20 Days		X
7. Giving alcohol to a minor	1–20 Days		X
SUSPENSIONS PENDING POSSIBLE EXPULSION, Board policy P.044, Code of Conduct, and Section 310. (1) 8. of the <i>Education Act</i>	Principal Must Issue Suspension	Notify Police	
		May	Shall
Principal shall issue a suspension pending possible expulsion, and then conduct an investigation within five (5) school days. Following the investigation, confirm the suspension, shorten the suspension, withdraw the suspension or refer to the Board for a hearing.			
1. Possession of an explosive substance	1–20 Days		X
2. An act considered by the principal to be a serious breach of the Board’s or school’s code of conduct.	1–20 Days		X

School Routines

School Communication

It is important that effective communication exists between the home and school. This communication helps to ensure the future success of the child. Parents have an opportunity to meet their child's teacher in September at "Curriculum Night".

If throughout the school year you wish to speak to your child's teacher, you are asked to set up a meeting time to discuss things fully.

Students in Grade 1 - 8 will also each receive an agenda book to keep track of their homework, assignments and important dates and events. We have found this is also a useful tool for regular parent/teacher communication.

In addition, you can stay up-to-date by checking the school web site and blogs.

School Web Site: <http://schools.tdsb.on.ca/LambtonKingsway>

Principal's Blog: <http://lksprincipal.blogspot.com>

Vice-Principal's Blog : <http://vplks.blogspot.com>

Five Day Cycle

LKS and a number of other schools in Toronto follow a Five Day Cycle. The days are numbered 1 - 5 and are not viewed as Monday to Friday. This means that students do not miss their Library or Gym time because Monday is a holiday. For your convenience, a monthly calendar with the numbered days of the cycle is available in the front of the Agenda and on the School Website.

Office Telephone

Students may use the office telephone in an emergency. Otherwise, if a student needs to call home during the day, a note from the teacher must be shown. We encourage our students to take responsibility for bringing required equipment, books, lunches and assignments when they come to school. Frequent "paging" of students to come to the office to pick up "forgotten" items is extremely disruptive to classroom programs and presentations. If a parent needs to bring an item (e.g. lunch) during class time, please drop it off at the office counter and your child can pick it up at recess or lunch. Arrangements for after-school or lunchtime visits with friends should be made ahead of time.

Lost and Found

There is a "Lost and Found" by the main entrance. Outdoor clothing, running shoes and gym clothes should be labeled 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 foyer several times a year before being donated.

Dogs at School

Dogs (not including Guide Dogs) are not allowed on school property for safety reasons.

Physical Education

Classes are held in the gymnasium or outdoors, weather permitting. Students are asked to wear clothing such as shorts, t-shirts, track pants and running shoes for gym classes. Parents are asked to label gym clothes and running shoes to minimize losses and to avoid confusion of ownership.

Valuable Items

Students will at times, want to bring a valuable item from home to the school. The school cannot be responsible for any valuable items that are brought to the school. It is recommended that valuable items and electronic devices be kept at home.

Bicycles/Skateboards/Scooters/Rollerblades

Bicycles, scooters, rollerblades and skateboards are not to be ridden on school property. The school will not be responsible for the security of any of these items left at school.

Playground

Playground Supervision

Teachers are on duty in the schoolyard 15 minutes before the start of the school day. Students are encouraged not to arrive prior to this time unless they are under the supervision of a parent or caregiver. There is also supervision at lunch and at the end of the day for 15 minutes after the bell.

Peer Helpers

Grade 6 students who are good role models, have good listening skills and are reliable, participate in a recess conflict resolution program. Students are trained to help others resolve conflict. In their role as “Peer Helpers” they will be using a problem-solving model to teach younger children how to mediate in the Playground during recess. The supervising teacher on duty will continue to deal with any serious problems which may occur.

Playground Rules

1. Have fun and play safely!
2. Show respect for yourself and others.
3. Keep your hands, feet and objects to yourself.
4. Students should not be on the equipment without adult supervision.
5. Fighting / tackling games, hard balls / bats, skateboards, scooters, etc., are not permitted.
6. No sitting, hanging upside down or standing on top of the climbing equipment.
7. Do not climb on top of, or on the outside of the play structure.
8. Go down the slide on your bottom, feet first, and no crawling up or blocking the slide.
9. Use the field for tag and running / sports games.
10. Follow posted age restrictions (5 – 12 year olds). The adventure playground is for Primary students, and the other structures are for the older students.

Health Issues

Pediculosis/Head Lice

Occasionally there are reported cases of pediculosis in the school. While this is not a cause for alarm, you should check your child's head regularly. Parents will be informed when cases are reported in their child's classroom. Please let us know if you discover lice so that we can prevent their spread at school. A child with head lice will not be allowed to attend school until all signs of the lice are removed.

Illness or Injury at School

When a child is sick he or she will be kept as comfortable as possible while parents are contacted to determine what steps they wish to take. In a case where an injury appears to be serious, the child will be taken to a hospital or an ambulance will be called. To assist us in contacting either you or the emergency contact person you have indicated, *please ensure that all telephone numbers are current.*

Anaphylaxis

Lambton-Kingsway Junior Middle School is committed to keeping every student safe. There are a number of students who attend our school who suffer from life-threatening allergies to peanut and/or nut related products. Students who have severe allergies to such food substances are exposed to a severe health risk when any peanut and/or nut related product is consumed in their environment or shared with them. Parents have been very supportive by sending snacks without nuts or peanut products. We continue to encourage all parents in the school to refrain from sending their child to school with any nut product. More information can be found on our school web site under the heading Anaphylaxis.

Lunch Routines

Lunchroom facilities and supervision are provided by the Toronto District School Board for Grade 1 – 8 students who remain at school for lunch. We do encourage children to go home for lunch if safe and appropriate arrangements can be made with family. Students eat in our supervised lunchroom and are then supervised on the playground after they eat. Students must come properly dressed for approximately 45 minutes of outdoor play. Students who stay at school for lunch, must remain on the school grounds at all times and may not leave at any time. If you unexpectedly need to pick up your child during lunch, please sign them out at the office. During lunch, milk is also available for purchase.

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 into the garbage canisters. Please respect your park and be considerate by yielding to smaller children playing there.

EcoWarriors

LKS has a strong Environmental Awareness Program driven by parents, teachers and students called the Eco Warriors. One of the EcoWarriors initiatives is the Boomerang Lunch Program. Boomerang lunches are those that consist of absolutely 0% garbage! Every piece of the student's lunch that is not consumed is to be returned home. In addition, EcoWarriors are involved in keeping our playground and school community clean. Many school and community clean-ups are organized throughout the year.

From the TDSB:

Assessment, Evaluation and Reporting in TDSB Schools

“The primary purpose of assessment and evaluation is to improve student learning.” (*Growing Success: Assessment, Evaluation and Reporting in Ontario Schools, Grade 1- 12, 2010, p.6*)

In the TDSB, there is an expectation of fair, consistent and transparent assessment, evaluation and reporting strategies. Assessments and evaluations are designed to provide students with multiple, positive opportunities to demonstrate their learning skills and work habits and their understanding of the curriculum expectations.

Academic Honesty: Cheating and Plagiarism Grades 1 – 12

All students in the Toronto District School Board are expected to submit their own work for evaluation. Cheating and plagiarism will not be condoned.

Cheating is usually defined as the act of practicing deceit or breaking the rules. In the context of assessment and evaluation, cheating would be defined as the deviation from the behaviour expected in an evaluation situation.

Examples include but are not limited to: Using another student’s work on a test or any other evaluation; unauthorized use of electronic media to obtain answers during an evaluation or bringing unauthorized notes or notations into an evaluation.

Plagiarism is defined as the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one’s own original work. (*Growing Success, Assessment, Evaluation and Reporting in Ontario Schools, Grade 1- 12, 2010, p. 151*) Examples include: Copying and pasting from the internet or other electronic sites without citing the source; or omitting quotation marks for direct quotations even if the sources have been cited.

To ensure a full understanding of academic honesty students are expected to:

- seek clarification from teachers about actions that constitute plagiarism;
- seek assistance when their research skills need improvement;
- understand the penalties for academic dishonesty and plagiarism; and
- ensure that all their work is original and that they cite sources accurately and consistently.

Consequences of Academic Dishonesty

When plagiarism/cheating is detected, it will be investigated. If plagiarism/cheating is confirmed by the teacher, he/she will inform the principal/vice principal, the student, and the parent/guardian (when the student is under the age of 18) of the specific details regarding the plagiarized assignment or the allegation of cheating and the resulting consequences.

Minimum Consequences for Plagiarism

A consequence for cheating and plagiarism may be a mark of zero for the assignment / exam in question. A repeated pattern of academic dishonesty may result in an escalating severity of consequences. All students who face the consequences of plagiarism or cheating have the right to appeal the teacher’s decision to the principal/vice-principal.