

Keswick Valley Memorial School



Staff Procedure and Routine Handbook 2022-2023

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Important Reminder: Take time at the beginning of the school year (first 6 weeks), and as needed, to introduce, practice, review procedures, routines, and expectations. They should become automatic.

Mission Statement

Mission:

TO PROVIDE A SAFE AND RESPECTFUL LEARNING ENVIRONMENT WHERE EVERYONE CAN ACHIEVE THEIR PERSONAL BEST.

Vision Statement

Vision:

WE BELIEVE ALL STUDENTS CAN LEARN TO BE:

- *SUCCESSFUL*
- *COMMUNITY ORIENTED*
- *OPEN-MINDED*
- *COMMITTED TO WELL-BEING OF SELF AND OTHERS*

Transition

Kindergarten, NEW students, ESS supported students to KVMS Building/grade level Transition

Kindergarten Teachers and Teachers with students that are new to KVMS will contact families by phone to make an appointment for 1 parent and their child to visit our school for a 10-minute appointment the week prior to the beginning of school.

Arrival

7:20 AM – Arrival of teaching staff.

7:40 AM – First bus. **If a bus arrives before 7:40 AM, it is not to be unloaded. Duty teacher will be present at 7:40 AM.**

Drop off by parent – Upon arrival to school, the parent/guardian will be asked to drive through the designated drop off area as not to block the buses. Drop of time for the 2022-2023 school year is from 7:40 AM to 7:55 AM. Students will be considered late after 8:00 AM. If students arrive by bus, arrival time will be from 7:40 AM to 7:55 AM.

Entering Building – All students will enter through the main doors of the school and go directly to their classroom. Middle School students will stop at their lockers and retrieve their school materials for the first two periods.

Tardy Students: All students who arrive at school following the opening will ring the doorbell on the side of the building to gain entrance. They will be permitted into the building by the administrative assistant. Students will walk to their class alone.

Grade K-2: The administrative assistant will sign student in.

Grade 3-8: Students will sign themselves in.

Students are tardy after 8:00 AM

Dismissal Procedures

Primary Dismissal

- Bell rings at 2:10 PM for students to line up by class on their designated spots outside.
- The person on playground duty leads the students around the school to the bus. The bus duty teacher takes over at this point.

Elementary (3-5)/Middle Level Dismissal

- 2:10 pm is homeroom bell. Get ready for dismissal.
- Elementary classes walk through the primary wing and out the main doors.
- Middle Level is dismissed by their period 5 subject teacher to go to lockers and straight to the bus using the main entrance.
- All teachers come with their classes to the locker area.

Note: The K-8 teachers will report to the bus duty teacher to confirm that their students have been dismissed and accounted for (i.e., pick-up/busses).

Early Parent/Guardian Pick-Up

Parents/Guardians who are picking up their child during instructional hours are required to communicate with their homeroom teacher and/or office at the beginning of the day.

Day Care, Walkers, Students on Bicycles: Procedures for Arrival/Dismissal

Parents/Guardians will be asked to ensure that students arrive between 7:40 AM and 7:55 AM. The school day will start at 8:00 AM. Students who are dropped off at the Smart Start Day Care will go directly upstairs to their classrooms with their belongings at 7:40 AM. At the end of the day, K to 2 students who attend the Start Smart Afterschool program will be picked up by the playground entrance doors by the day care professional. Student from grades 3 to 6 will go directly to the after-school program located in the cafeteria. If the weather is inclement during 3rd recess, those students will remain in their homeroom classes and dropped off to the daycare door when walking to the buses. All other students who walk/bike (helmets are required) home will come to the lobby area upon dismissal. Students are to remain in the lobby until the buses leave.

Attendance

- Attendance is fundamental to academic success.
- It is the responsibility of the school, parent/guardian, and students to ensure they attend classes punctually and regularly.
- Teachers are to complete morning attendance on Power School by 8:10 AM. This is mandatory for the safe arrival of students.
- Notes for absence will be collected and kept by the homeroom teacher.

Morning Announcements

Morning announcements will be emailed to teaching staff on a PowerPoint slide before first recess by the Administrative Assistant or Administrator/s. Teachers will share the announcements with their students on the Smartboard. A hard copy will be available for supply teachers.

Recess Expectations/Procedures

*****DUTY TEACHERS MUST BE ON TIME*****

K-8 will go outside for 1st recess.

Teachers will send students out on time. Teachers will be on duty on time.

- **Duty teachers are required to wear their vests, whistle and must have at least one two-way radio with them at all times. In winter, teachers need to wear their ice grippes on shoes/boots.**

Snacks are to be unwrapped in the school and eaten on the way outside or in the classroom to reduce garbage on playground. Students are not to be outside without a duty adult being outside.

- K-2 students play on the front part of the yard. This is from the pavement to the back entrance of the school.
- Grades 3-5 can play on the field and back swing set. Students may not go beyond the field into the deep grass or off school property.
- The outdoor classroom (Gazebo) is exclusively for the middle school when they are outside.
- The red playhouse is exclusively for the K-2 students when they are outside.
- Swings are to be used in a safe manner. One person is to be on the swing at a time. No jumping off the swing, no spinning, and no twisting individuals up the swing.
- Always demonstrate safe play. Hands off, feet off, and words off.
- No climbing in or out of the red house window.
- Keep rocks and sticks on the ground. No running with sticks or throwing rocks.
- Box painted lines outside the playground doors are boundaries, so students do not block the door for student/staff entering or exiting the building.

When Bell Rings

- **Primary** students will line up at their coloured shape. Duty teacher, EA, other duty adult will open door and direct students into school via the K-2 doors.
- **Elementary** students will line up in their class lines. Duty teacher, EA's or other duty related adult will direct students inside. They will go through the grade 3 to 5 doors.
- **Grade 5** students will enter through their respective door into the building. The hallway duty person on second half will meet grade 5 students at their entrance doors and supervise then upstairs while they get ready, then will follow them downstairs to the cafeteria to make sure all students arrive to their destination.
- **Middle** level students will go through the main entrance doors. They must follow the sidewalk closest to the building to enter the school. Upon entry, they visit their lockers, change footwear, hang jackets up, etc. and gather their materials for their classes until their next break.
- Any visitors on school property need to be investigated by staff.

- Any person that comes out on the playground to take a child or children off the playground need to be redirected to the office. Authorization will come from the office. Office staff will notify duty supervisors for students to come to the office for pick up. This is for the safety of all children.
- Teachers need to remind students to stay away from any animals if they appear on the playground.

Indoor Recess Expectations/Procedures

1st Recess due to inclement weather

- Primary and elementary students will be in their homerooms. Two duty teachers will roam the halls and monitor classrooms. Teachers are to wear their vests and two-way radio during duty.
- Middle level students will go to their lockers, get all their items needed for periods 3 and 4, then go directly to the cafeteria for nutrition break. At bell, the duty teacher will dismiss students to their classes (they are not to go back to their lockers, unless going to gym).

2nd Indoor Recess due to inclement weather

- Everyone is to stay in their OWN homerooms. The two duty teachers will roam the hallways and check in with each of the classes. They will wear their vests and radio. Duty Teachers: two minutes before the bell rings signifying the end of recess is near and prompt students to begin clean-up. At the bell, homeroom teachers need to be in their classrooms.
- Homeroom teachers talk with their students about what they are able to use during indoor recess and clean-up expectations. If students need to use the washroom, they will stand at the entry door of their homeroom and the duty teacher will stop in and give permission. There should be not students roaming the hallways or in other homerooms at any time.

3rd Indoor Recess due to inclement weather

- K-2 – Students stay inside the classroom.
- Teachers will lead their class down the stairs and to the buses through the main entrance.

Cafeteria

Primary/Elementary:

- At the 12:20 PM bell, K-4 will go down to the cafeteria to eat. A duty teacher will be present when the bell rings. Classroom teachers will take students down and be with students until bell and duty teacher arrives. Duty teacher needs to be on time.
- Four to a table.
- Pick a spot and stay there.
- Eat your own lunch.
- Sit properly in the chair: feet under the table, bottoms on seats, and all four legs of chair on the floor.
- Pile garbage on the table. One trip to the garbage.
- Raise hand for help to ask for a drink or go to the bathroom.
- Inside voices.
- Can dismiss at 12:40 PM to allow for cross over and cleaning. Must be out by 12:45 PM to allow for grades 5 to 8.
- If it is an INDOOR recess, they **CANNOT** be dismissed from either the cafeteria or from their location until the bell rings at 12:45 PM.
- Dismissed by table (from an adult) after checking that the table and floors are tidy.
- These routines are to be implemented at the beginning of the school year and practiced multiple times, so they become automatic. They will also be practiced if/when necessary, throughout the year. It is up to the classroom teacher to implement these practices.
- If students need to leave early for an activity or group, the teacher looking after the activity or group will physically come and get those students. If the lead teacher does not physically come to the cafeteria, then students are to remain in the cafeteria or in their locations until dismissed at the times stated above.

Grades 5-8:

- 12:45 bell begins the grades 5-8 lunch time. A duty teacher must be present.
- Four to a table.
- Eat your own lunch.
- Sit properly on a chair: feet under the table, bottoms on seats, and all four legs of chair on the floor.
- Pile garbage on table. One trip to the garbage.
- Raise hand for help to ask for a drink or go to the washroom.
- Inside voices.
- Dismissed by table after checking that the tables and floor are tidy. Consistent dismissal by table by all teachers.
- These routines are to be implemented at the beginning of the school year and practiced when necessary.
- Tables will be cleaned at the end of lunch hour for this group.

Allergy Protocol

- Our school is a nut-free environment. All classroom teachers should be aware of students with allergies.
- If a student brings food with allergens, remove the product and have the homeroom teacher contact home.

Emergency Procedures

Fire Alarm

- When the fire alarm sounds:
 - All students and staff will quietly leave the building using the nearest exit, with the GO-Bag, ensuring that windows are closed, lights off and door is closed upon exiting.
 - Line up in their designated area and teacher will take attendance.
 - Teacher will hold up the green card, indicating present, or the red card, indicating unaccounted student(s).

***** Please be aware and ensure that students with special needs have a designated plan and that you/your supply are aware of your role in the plan.*****

Secure the Building

- Staff will be notified if there is a **hold and secure the building**.
- In the event of a **secure the building** no one is allowed in or out of the building.
- Business inside the school will run as normal.
- Classroom doors are locked.

Lock Down

- For a real Lock Down, “Activate Lock Down” will be heard 3 times
- For a planned Lock Down, “Activate Lock Down **Drill**” will be heard 3 times
- Please complete the following steps:
 - Teacher will close and lock the door.
 - Turn out the lights, close the windows, pull curtains/close blinds, and cover the classroom door window.
 - Students move to designated lockdown area in the classroom and remain silent.
 - If students and/or staff are not in the classroom when the Lock Down occurs:
 - Take cover in the nearest safe place and remain silent until police or school personnel give further direction (i.e., washroom, nearby classroom, etc.)

Evacuation

- When the fire alarm sounds:
 - All students and staff will quietly leave the building using the nearest exit, with the Go-Bag, ensuring that windows are closed, lights off and door is closed upon exiting.
 - Line up in their designated area and teachers will take attendance.
 - Teachers will hold up the green card, indicating all present, or the red card, indicating unaccounted student(s).

***** Please be aware and ensure that students with special needs have a designated plan and that you/your supply teacher are aware of your role in that plan*****

Medical Emergency/Emergency Response Team

Emergency Response Team members will be contacted via two-way radio or PA in the event of a medical emergency. In the event of a medical emergency:

- Please keep the student/staff member as calm as possible and remove the students if possible.
- Contact the office to call medical responders.
- Follow the directions of the responder and assist where possible.
- Ensure that administration has all the details to forward to district office.
- If a student or staff member needs to be transported via ambulance, district office is to be called by an administrator.

Student Behaviour Management

All adults at Keswick Valley Memorial School are expected to support the appropriate behaviours of all students. Any adult who witnesses students acting inappropriately should intervene, then ensure that other staff are aware that there is a problem.

- Teachers are the first line for behaviour management in the classroom.
- If an incident is inappropriate, teachers/staff should fill out a yellow discipline form. These forms remain with the homeroom teacher. Consequences are the responsibility of the staff member who is administering the yellow form. Students who receive three or more yellow forms in a one-month period, may lose extracurricular activities (i.e., dances).
- At the end of each month, all yellow forms are sent to the office to be entered into a data tracking system that will then be used for monitoring behaviours, seeing trends, reporting to families, guidance referrals, problem solving meetings, etc.
- If an incident is very serious, teachers/staff should fill out a red discipline form that is brought directly to the Administration. Administration will meet with the student and/or witnessing persons, contact parents when needed, and administer consequences.
- All red forms incident will be logged in Power School.

Personal Electronic Devices

Background

At KVMS, personal electronic devices may be used for learning purposes in the classroom supervised by the teacher. Individual teachers will use their professional judgment to deem how electronics are used in their classes. Personal electronic devices are NOT permitted in any common areas such as hallways, locker room, washrooms, outside, etc. during school hours.

Definitions

Personal Electronic Devices (PED): Any mobile or portable electronic device that can be used for consuming or producing digital content, including personal laptops or netbooks, tablets (e.g., iPad, Android, Ipod Touch, or Smart Phones).

Acceptable Use Policy: School, district and department policies that govern the use of technology within the school/learning environment.

KVMS Electronics Access Policy

Guidelines for Use of Personal and School-based Electronic Devices

- Personal electronic devices (PEDs) may be used during the instructional day to support student learning and educational activities.
- The use of PEDs in the school is at the discretion of teachers and school administration with four criteria:
 - Before using PEDs or school devices, parents and students must sign off on the Appropriate Computer Use Agreement.
 - Use must be under the direct supervision of a teacher/staff member in designated areas (classrooms).
 - Devices must always be visible (placed on top of a desk or workspace when not being used).
 - Use must be for educational purposes only.
- Use of PEDs at school must not disrupt the learning of others.
- Students bring and use PEDs to school at their own risk. KVMS is not responsible for lost, stolen, or damaged devices.
- KVMS and ASD-W are not responsible for the set-up, maintenance, or repair of PEDs.
- Inappropriate use of PEDs during the instructional day may result in the loss of privileges. In extreme circumstances, devices may be subject to search and seizure.
- Failure to abide by the policy may result in the loss of privileges.

Inappropriate use of Personal Electronic Devices:

If a student's cell phone is visible in a common area, they will be given a warning and asked to put it away. If it is visible again the following will occur.

- 1st Offence – Cell phone will be brought to the office and offence will be recorded, cell phone will be kept in the office, and student can pick it up at the end of the day.
- 2nd Offence – Cell phone will be brought to the office and offence will be recorded, cell phone will be kept in the office, and the student's parent/guardian will be called to pick up the child's device.
- 3rd Offence – Cell phone will be brought to the office and offence will be recorded. A phone call home will occur to advise that the phone privileges have been lost for the remainder of the year.

Athletic Contract

Player's Name: _____ GR / HR: _____

Congratulations on becoming a member of the KVMS Activities and Athletics Team! This contract is completed **once** for the current school year. Being a Student Athlete is a privilege and with privileges come responsibilities. As one of our athletes, we expect that players will comply with the following expectations and responsibilities.

1. Athletes will perform to the best of their abilities in all classes.

You are a student first and an athlete second. You can only compete if you complete all assignments on time and maintain a passing grade. If teachers are not satisfied that you are working to your potential, you may be suspended from competition until improvement is shown.

2. Athletes will attend and be on time for all classes.

Any player who has missed classes during the day will not compete in evening games.

3. Athletes are expected to demonstrate citizenship and leadership in all classes.

This includes showing respect to teachers and other students, demonstrating cooperation, and responsible behavior at all times.

4. Athletes will commit to participate fully in the Athletics program at Keswick Valley Memorial School.

This includes:

- a) Committing to all practices and games and if this is an issue contact with coach is important.
- b) Committing to staying on the team - unless mutually agreed with coach - parent.
- c) Displaying respect for coaches, teammates, game officials, and opponents
- d) Making arrangements to fully take care of all team fees
- e) Taking good care of uniforms and equipment issued for player use.
- f) It is not the responsibility of the coach to arrange for a drive. You must arrange a drive and your parent/guardian needs to write a note if the drive is picking you up afterschool to attend a game or afterschool practice.

Remember that as an athlete you are representing yourself and Keswick Valley Memorial School. Your conduct and sportsmanship should always reflect on you and the school in the best possible way. Coaches are expected to remove players who cannot demonstrate a high level of

sportsmanship.

1st Infraction of the contract: Removal of next game scheduled but athlete must attend practices.

2nd Infraction of the contract: Removal of two games but athlete must attend practices

3rd Infraction of the contract: Student will not play the rest of the season

This contract must be completed and submitted to the Physical Education Department before participation in the first competition, otherwise you will not play. Parents must arrange for the drive of their child/children.

I, _____ as an athlete at Keswick Valley Memorial School, agree and adhere to the above expectations, and understand that if at any time I do not live up to the terms of this contract, my participation may be restricted or terminated.

Print Student Name

Date: _____

Parents, please read and sign the back of this contract confirming you have read and agree with KVMS athletic policies.

Article: Eleven Ways to Be a Successful Youth Sports Parent

1. Make sure your children know that--win or lose--you love them and are not disappointed with their performance.
2. Be realistic about your child's physical ability.
3. Help your child set realistic goals.
4. Emphasize improved performance, not winning.
5. Positively reinforce improved skills.
6. Don't relive your own athletic past through your child.
7. Provide a safe environment for training and competition. This includes proper training methods and use of equipment.
8. Control your own emotions at games and events. Don't yell at other players, coaches, or officials.
9. Be a cheerleader for your child and the other children on the team.
10. Respect your child's coaches. Communicate openly with them. If you disagree with their approach, discuss it with them.
11. Be a positive role model. Enjoy sports yourself. Set your own goals. Live a healthy lifestyle.