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# **STUDENT/PARENT HANDBOOK**

## **WELCOME TO KING GEORGE PUBLIC SCHOOL AND THE NEW SCHOOL YEAR!**

**This booklet is designed to give you and your child helpful information regarding our school and its programs. Our staff look forward to working with your child. Successful schools depend on open communication. You will be informed of student progress and activities via newsletters, classroom notes, phone calls, student-led conferences, home visits, our own website (<https://kg.srsd119.ca>) and Seesaw for Pre-Kindergarten and Kindergarten. Please feel free to contact the school if you wish to ask a question, share an idea, express a concern or pay a compliment.**

**At King George Public School we work on instilling respect of self, others and property in the classroom, hallways and playground. We strive to have each person accept full responsibility for his/her own actions. As a learning community we would like to invite all parents/guardians to take an active role in their child's education. You, the parents and guardians, can do this in many ways: taking time to discuss each school day with your child, coming to celebrate special events at the school, and volunteering and participating on the King George School Community Council.**

**We are committed to providing the best possible education for your child and ensuring that each student has every opportunity to reach full potential. This is what makes King George Public School such a great place!**

**Sincerely,**

**Mr. Sterling Swain, Principal  
Mrs. Shelley Smith, Vice Principal**

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## **MISSION**

The mission of King George Public School is to create a warm, positive environment which actively develops excellence, acceptance, responsibility and lifelong learning.

## **VISION**

Building community through strong relationships.

## **VALUES**

- We believe all children are unique and worthy of the best opportunities we can provide.
- We believe all children deserve the respect and the opportunity to develop a positive self-image.
- We believe all children should develop a sense of personal and social responsibility.
- We believe hard work and individual effort are key factors for ensuring success.
- We believe moral values and ethics are necessities for ensuring the rights of others.
- We believe education is the shared responsibility of the individual, home, school and community.

## **MOTTO**

**REACHING FOR EXCELLENCE**

## HOURS OF OPERATION

<b>8:40 am</b>	<b>Entrance bell</b>
<b>8:45 – 9:20 am</b>	<b>Period 1</b>
<b>9:20 - 10:00 am</b>	<b>Period 2</b>
<b>10:00 - 10:15 am</b>	<b>Recess</b>
<b>10:15 - 10:55 am</b>	<b>Period 3</b>
<b>10:55 - 11:35 am</b>	<b>Period 4</b>
<b>11:35 am - 12:00 pm</b>	<b>Lunch Recess</b>
<b>12:00 - 12:20 pm</b>	<b>Lunch</b>
<b>12:20 - 1:00 pm</b>	<b>Period 5</b>
<b>1:00 - 1:40 pm</b>	<b>Period 6</b>
<b>1:40 - 1:50 pm</b>	<b>Recess</b>
<b>1:50 - 2:30 pm</b>	<b>Period 7</b>
<b>2:30 - 3:10 pm</b>	<b>Period 8</b>
<b>3:10 pm</b>	<b>Dismissal</b>



## **ACTIVITIES OF THE YEAR**

- **Meet the Staff**
- **Keepers of the Earth**
- **Picture Day**
- **Cultural Camp**
- **Education Week**
- **Remembrance Day Assembly**
- **Division III Volleyball Tournaments**
- **Book Fair**
- **Muffin Munch**
- **Craft & Bake Sale**
- **Santa Sale**
- **Christmas Concert**
- **Christmas Breakfast**
- **Division III Basketball Tournaments**
- **Carnival**
- **Badminton Extravaganza**
- **Pancake Breakfast**
- **Terry Fox Run**
- **Family Barbecue**
- **Track Meets (Div. II & III)**
- **City Track Meets (Div. II & III)**
- **Play Day (Grades K - 5)**
- **Year-End Awards**
- **Grade 8 Farewell**

## **ATTENDANCE**

Regular attendance at school is most important. Our school has implemented a phone/text-in policy when children must be absent from school. The policy is intended to help ensure that children arrive safely at school. If your child does not arrive at school, and you have not notified the school through a note, telephone call (306)763-7571, text/email message (kgattendance@srsd119.ca) or personal contact with the student's teacher or through the office, we will attempt to reach a parent/guardian at home or work.

## **CELL PHONES**

Students are encouraged to leave cell phones at home. They are not part of the school environment, recess and lunch. If they are seen the following steps will be taken and documented:

1. Asked to put the phone away. (documented in book)
2. Seen a second time, taken away and return at the end of the day. (documented in book)
3. Third time the phone will come to the office, calls home and Principal/Vice Principal will let parent/student know that this is their last chance. (documented in book)
4. Fourth time Parent is called and the phone will not be returning to school. (documented in book)

## **COMMUNICATION**

Communication is very important for student success. We encourage parents, students and members of the community to feel free to contact us at any time if you have a concern, idea or compliment to share with us. The first step is to discuss issues with the classroom teacher. If further communication is necessary, parents are then to contact the school administrator.

Each month, the school will provide a calendar of events that is posted on our website at <https://kg.srsd119.ca>. At times during the year a newsletter may be sent home containing

information on special events, recognition of students and other school-related activities. The calendar/newsletter will be sent home in order to keep the family in touch with what is happening. Please read these carefully and take special note of the dates and times of the events at the school.

## **DISCIPLINE**

### **General School Conduct:**

All members of our school community are expected to respect themselves, others and property:

- Hats are to be removed when indoors.
- Sunflower seeds are not allowed in the school or on the playground.
- Hands and feet are to be kept to self.

## **DRESS CODE**

Of primary importance is that the students are dressed appropriately for the weather. We allow the children to come into the entrances if the weather is extreme with rain or snow.

- **Dress:** All students are asked to dress in a manner that is respectful of themselves and others. Caps are not to be worn in the school. Exceptions are made for special circumstances.
- **Footwear:** One pair of running shoes for indoor wear, which includes physical education, is required. The indoor shoes must have non-marking soles. A second set of outdoor footwear will be left in the assigned boot areas upon entrance into the school.

## **EXTRA-CURRICULAR ACTIVITIES**

Over the lunch break several activities are available to our students. Sports and team practices often run over the noon hour in the gym for our grade 5 - 8 students.

There are many opportunities for your child to be involved in an After-School Activity. In past years we have offered programs such as: Little Chefs, Learn to Skate, Floor Hockey, Homework & Computers, Aboriginal Dance Group, Aboriginal

**Art Club, After-School Tutoring and Reading Club. Please watch for notes that will be sent home with your child requesting your permission for him/her to join. A signed permission slip must be returned to the school to allow the student to participate.**

### **KGPS SCHOOL COMMUNITY COUNCIL**

**We have a vibrant School Community Council (SCC). This Council is a strengthening link between parents/guardians and the school staff. All parents/guardians are encouraged to attend the meetings and participate in the activities and programs as determined by this group. The Council supports our learning programs by raising funds for needed resources and field trips.**

### **LIBRARY**

**In addition to having a fully automated library, we have an excellent reference section for student research. Our library is well stocked with both fiction and non-fiction books. Students are given the opportunity to use the library and sign out books. Students are required to return books on their due date.**

### **LUNCHTIME**

**At 11:35 students are dismissed outside for lunch recess. The bell will ring at 12:00 for students to come inside to their classrooms and eat their lunch. All students eat in their respective desks and are asked to remain seated from 12:00 – 12:20 while eating. An emergency lunch can be provided to your child if you phone and make this request. Staff supervise the students over the lunch break. Students are expected to behave in a responsible manner and obey and respect the supervisors at all times. A quiet visiting voice is required of the students while they are eating lunch. At 12:20 the bell will ring, indicating the beginning of the period 5 class.**



## **PERSONAL INJURY ACCIDENTS**

All accidents involving personal injury shall be reported to the principal immediately. Parents/guardians will be notified in the case of accidents that require a doctor's care.

Students are automatically covered by school insurance. Additional insurance can be purchased.

## **PERSONAL ITEMS AT SCHOOL**

Students who bring personal non-academic items such as roller blades, skateboards, electronic games, cell phones, iPods and cameras are bringing them at their own risk. The school WILL NOT be responsible for the potential loss of items of this nature.

## **PICTURE DAY**

A photographer will visit the school in the fall of each school year. All children will be photographed. Families will then be provided with a proof sheet and the opportunity to purchase picture packages that best suit their family.

## **PRE-KINDERGARTEN**

King George Public School currently offers this program for children who are 3 and 4 years of age by December 31<sup>st</sup> of the current school year. The program runs two days a week with full-day classes. Pre-Kindergarten programs focus on:

- Fostering social development and self-esteem;
- Nurturing educational growth and school successes; and,
- Promoting language development.

## **PROFESSIONAL LEARNING COMMUNITIES**

Students will not be required to attend classes on school days marked as PLC. These days facilitate planning to

improve student learning. Please refer to the monthly newsletter and school calendar for the specific dates.

### **REGISTRATION & SCHOOL SUPPLIES**

At the start of each school year or when a student first begins attending King George Public School, a registration form must be completed in full for each student. Please notify the office if there are changes to the information. Additional documentation will also be required.

Each student is expected to provide the requested items from the School Supply List. Any supplies left over from previous years may be used. It is not necessary to purchase new supplies.

### **REPORT CARDS**

Reporting periods fall within the following months: November, March and June. Report cards will be handed out to parent/guardians during our Student-Led Conferences in November and March.

### **STUDENT-LED CONFERENCES**

Student-Led Conferences are held after the November and March reporting periods. Previously referred to as Parent/Teacher conferences, this new format includes participation by the student, actively involving them in the assessment and evaluation process. Parent/guardian visitation is welcomed at any time throughout the school year. Please feel free to contact your child's teacher. Our goal is to have 100% participation.

### **STUDENT SUPPORT**

The student support program is designed to meet the needs of the student experiencing learning difficulties. Upon referral by the teacher or parent/guardian, appropriate tests will be

**administered by the special education team. If results indicate the need, an individual education plan is drawn up and carried out by qualified personnel, in consultation with the parents/guardian.**

**A Speech Language Pathologist is assigned to our school to assist a student struggling with communication skills.**

**If a student is learning English as an additional language, additional support is available for the student to become fluent in English and access the curriculum.**

**Monday, Wednesday and Thursdays the school counsellor is available for assisting a student or family who requires additional support to develop strategies for student success. A referral can be made by a parent/guardian or a teacher.**

### **SCHOOL FEES**

**Registration or school fees are not collected by the school.**

**If an event or activity arises that the classroom or school wishes to participate in, communication will be made with home to collect the amount necessary to enable the student to attend.**

**The event or activity will be identified confirming that it falls within the guidelines of enhancing the student's education. These events or activities may include field trips, class excursions, special speakers and presenters visiting the school.**

### **VOLUNTEERS**

**By being involved in a volunteer program we experience a win - win situation. Students, parents/guardians and staff are all winners. Staff will most certainly be calling upon support from parents/guardians.**

## **CHILDCARE PROGRAMS**

### **Before & After School Childcare**

We are excited to offer families a before & after school childcare program from 7:15 - 8:25 am and 3:10 - 5:00 pm. For more information please contact Mr. Sterling Swain at 306-763-7571.

### **Family Futures Childcare Centre**

The Childcare Centre operated by Family Futures, Inc. located on the main floor of King George Public School, extends services to families in the community by providing quality care and support to the children. There are 17 licensed openings for children between the ages of 2 ½ to 5 and 13 licensed openings for school-aged children up to 12 years of age. If you require more information please contact Rochelle at 306-763-2229.

### **KIDSFIRST**

Located on the third floor of King George Public School, KidsFirst is a voluntary program that helps families with children (newborns to age three) to become the best parents they can be and to have the healthiest children possible. The program enhances knowledge, provides support and builds on family strengths through the support of a home visitor. Please call 306-765-6656 for more information.

### **PAPHR HEALTH NURSE**

On Tuesdays following the school calendar, a Prince Albert Public Health Nurse facilitates a clinic in our school. They offer child health clinics for vaccinations through booked appointments in the morning and a drop-in clinic in the afternoon from 12:30-3:00 pm. The nurse can also be contacted at 306-765-6500 regarding any communicable disease or vaccine preventable disease.