

2023-2024  
**PARENT / STUDENT  
Handbook**



**Killam Public  
School**

P.O. Box 130  
Killam, AB T0B 2L0  
Phone: (780)385-3690  
Website address: <https://killam.brsd.ab.ca/>

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## About Killam Public School



Every STUDENT, Every DAY, a SUCCESS

### KPS Mission Statement

Our school community enables students to develop good citizenship through a well-rounded education within a trusting and challenging learning environment.

### Our Mission

Learning is a partnership among family, community and school. Together we will empower each person to achieve their full potential, fostering respect, caring and enthusiasm for life and learning.

### Our Motto

**KNOWLEDGE, PRIDE, SUCCESS**

### Our Logo



# About Killam Public School

## Programming

Killam Public School has many aspects that contribute to the success of our students. We have a strong academic emphasis within our core courses. This is complemented by a variety of non-core subjects such as Music, French and daily Physical Education as well as a variety of options at the junior high level. We are grateful to our Parent Advisory Society and 100 Women Who Care for supporting the renovation of our Foods Lab through the purchase of appliances, creating many opportunities for all students.

Our K-6 music program offers a wide range of opportunities for students to engage in musical experiences, in addition to preparing for and presenting the annual Winter Concert with junior high drama students. Killam students in grades 4-6 have the opportunity to be introduced to developing second language skills through French instruction. In addition, there is a strong focus on Literacy and Numeracy development across the curriculum and extra support is offered to those who need it.

Junior high students have access to a wide variety of course offerings. In addition to core subject instruction, the junior high timetable includes daily Physical Education, Health and options such as Drama, Foods, Athletic Pursuits, Study Skills, Photography, Agriculture and many more to support students in building skills in a variety of areas.

## Healthy School Community

Healthy children are better able to learn. At Killam Public School, we work intentionally to establish relationships and environments that support healthy habits. In partnership with our School Council, all students have access to our Breakfast Program to ensure our students start the day with proper nutrition. Daily physical activity and nutrition breaks in all grades support students to be healthy and active. In conjunction with Battle River School Division's Mental Health Capacity Building team, we offer programming that contributes to the mental well-being of our students. Eating well, being active and maintaining positive mental health can help keep kids healthy and prevent serious health conditions later in life.

# About Killam Public School

## KPS Staff

### Administration

**Principal:** Mrs. K. Nelson  
**Assistant Principal:** Mrs. J. Freadrich

### Teachers

#### Elementary:

<b>ECS</b>	Mrs. J. Freadrich	<b>Gr. 4</b>	Ms. S. Gibb
<b>Gr. 1</b>	Mrs. V. Borgel	<b>Gr. 5</b>	Miss. K. Andersen/Mrs. K. Nelson
<b>Gr. 2</b>	Mrs. K. Brusse-Paterson	<b>Gr. 6</b>	Ms. K. Armitage
<b>Gr. 3</b>	Mrs. T. Pedersen		

#### Junior High:

<b>Science/Gr. 7 Homeroom</b>	Mrs. K. Antos
<b>Math/Social Studies/ Gr. 8 Homeroom</b>	Ms. C. Nielsen
<b>Language Arts/Social Studies/Gr. 9 Homeroom</b>	Ms. H. Snethun

**PE** Mr. Z. Bailey

### Support Staff

**Administrative Assistant** Mrs. C. Wetthuhn

**Educational Assistants** Mrs. V. Child, Mrs. G. Armitage, Ms. S. Irving, Mrs. K. Walline, Ms. M. Nykyforuk

**Librarian** Mrs. B. Cox

**Custodian** Mrs. Faye McLeod

### School Enrollment

ECS	15	Grade 5	16
Grade 1	16	Grade 6	17
Grade 2	15	Grade 7	11
Grade 3	13	Grade 8	14
Grade 4	21	Grade 9	<u>19</u>
		<b>TOTAL</b>	<b>157</b>

# Teaching and Learning

## Welcoming and Caring

At Killam Public School we strive to provide an environment where students, staff and parents feel welcome and cared for. Our PAWSitive Behaviour Matrix outlines ways we work to ensure a positive school experience for every child.

We focus on building relationships with our students and school community both in and out of the classroom, as well as accessing specific programs through our Mental Health Capacity Building programs and our Family School Liaison Worker (FSLW). Connections and relationships help to ensure that each student has at least one adult within our school family they know and can turn to for assistance. Our students understand the importance of treating themselves and others with respect and dignity. We value every member of our school community.

## 21st Century Learning Practices

21st century learning and teaching allows us to envision and prepare for a future in which the classroom, and maybe even school, walls have come down; teaching is student-centered, flexible and inclusive of all; and technology is prevalent.

It is our goal to provide opportunities for our students to learn in innovative classrooms designed for the 21st Century Learner.

- We promote collaborative, transformational learning experiences that challenge our students to engage in and develop higher level thinking skills, motivating students to take ownership for their learning and success.
- We provide outcome-aligned and inquiry-based learning opportunities. All students are engaged in authentic learning tasks which are relevant, practical and align to the Digital Age.
- We role model effective use of technology, both within the classroom and in our day-to-day lives.

At KPS, Kindergarten to Grade 9 students develop essential computer skills and use these skills in a variety of subject areas. The ICT curriculum integrates technology into all subject areas. Students use technology in presentations, document production, and managing data. The school has Chromebook carts as well as classroom Chromebooks available for classroom use. We are grateful to our Parent Advisory Society who provides funds for the purchase of new Chromebooks to replace out of date devices.

# Teaching and Learning

## Assessment

*Assessment* is the process of collecting and interpreting information that can be used to inform teachers, students and parents about the progress being made towards academic program goals guided by the curriculum. Assessment is ongoing and focuses on both the process and product of learning. It may include things such as conversation, observation, various products, peer evaluations, and/or self-reflections of learning. Regular assessment of work, either formal or informal, allows the teacher to provide students and parents with ongoing feedback about each student's learning.

*Evaluation* refers to a professional judgement on the overall achievement of the learner outcomes within the course curriculum. It is made on the basis of the various assessment data collected and analyzed over a period of time. The learner outcomes are the key concepts that students are expected to know as they move through the curriculum in any course. Students will be evaluated based on those learner outcomes.

In elementary grades, students are evaluated using descriptors. The guide below will help determine what each descriptor means:

**N - Not meeting expectations:** The student has not provided enough evidence to evaluate their progress towards achieving the outcome.

**D - Developing:** Evidence indicates that the student is making progress towards achieving the outcome.

**A - Achieving:** Evidence indicates that the student has achieved the outcome.

**P - Proficient:** Evidence indicates that the student has a solid understanding of the outcome.

**E - Exemplary (gr. 4 - 6 only):** Evidence indicates that the student has demonstrated an in-depth understanding of the outcome.

Junior high evaluation is communicated using percentages.

At the beginning of a course, students will be provided with a course outline that clearly defines the evaluation standards for the course and provides a description of the learning outcomes being addressed throughout the course.

## PowerSchool Portal

Both students and parents have access to their personal up-to-date assessment information using our Killam Public School Powerschool Portal. Using the link provided on our school website under '[Parent Portal](#)', it is possible to access your child's academic progress in any course as well as their attendance history. This information is password protected and each student will have access using their school username and password. Parents will receive an individual username and password at the beginning of the school year. If you have any questions about the Powerschool Portal, please contact the school.

## Teaching and Learning

### 2023-24 Report Card Schedule

	Kindergarten	Grades 1-6	Grade 7-9
Report Card 1	February 2, 2024	December 6, 2023	November 10, 2023
Report Card 2	June 27, 2024	March 28, 2024	February 2, 2024
Report Card 3		June 27, 2024	April 19, 2024
Report Card 4			June 27, 2024

\*These dates indicate when paper report cards will be sent home. Please note that student grades are always available in real-time on PowerSchool.

### Parent-Teacher Conferences

At KPS we welcome any opportunity to work collaboratively with parents to provide the best possible learning opportunities for our students. Parent-Teacher Conferences are a fantastic way to promote this collaboration, communication and teamwork between home and school.

KPS hosts opportunities for these connections twice throughout the year - once in the fall and again in the spring. **Please refer to our school calendar for specific dates.**

**Please note that teachers are willing to meet with parents at any time during the year to discuss parent concerns and/or student progress. Please connect with your student's teacher to schedule an appointment.**

### Appeal Procedure

Any student has the right to appeal a teacher-assigned mark for a course. If a final mark is in question, the following action should be taken:

- Discuss the concerns regarding the final mark assigned with the classroom teacher who provided the evaluation.
- If you are still dissatisfied, appeal, *in writing*, to the school principal. This appeal should be made within one week of receiving the final mark and must include your reasons for the appeal. A reply will be made in early February for semester one appeals and at the beginning of September for semester two appeals. The Principal's ruling may be further appealed to the School Board if desired.



# Teaching and Learning

## Inclusive Education

To support all students, Inclusive Education provides the opportunity for students to reach their potential within the best learning environment at that time. It focuses on building student strengths in a safe, respectful and supportive environment with school and home communities. In some cases, students may receive specialized one-on-one instruction; in others, in-class accommodations and modifications may be better suited to meet the students' needs.

At KPS, our Inclusive Education Community includes:

- All school staff (classroom teachers, educational assistants, administration and support staff)
- Parents/Guardians
- Division-Based supports (Learning Consultants, Behaviour Consultants, Occupational Therapists and Speech-Language Pathologists)
- Family School Liaison Worker (for students ECS to grade 9 and their parents; the program offers support services and acts as a resource to families whose child may be experiencing difficulties at home or at school)
- Other outside agencies

## School Days

Classes begin at 8:50 each morning and students are dismissed for the day at 3:35. A full schedule of classes and breaks can be found on [our website](#). The KPS and BRSD Calendars are also available on the school website.

### Town Students

- ☒ Students living in town are asked not to arrive before 8:25 a.m.

### Bus Students

- ☒ In the case of inclement weather, the bus driver (or selected representatives) will contact parents of the children on their route if their bus will not run.
- ☒ The 'Bus Status' information can be found part way down the main page of the [Killam Public School Website](#). It is updated early every morning.

**Student supervision does not begin until 8:25 a.m. daily.**

## School Programs

Killam Public School meets the time guidelines set by Alberta Education and offers a core program to students in Kindergarten to Grade 9. Provision is made for complementary subjects at both the elementary and junior high levels.

**FINE ARTS:** Fine Arts Programs are offered in grades 1-9 to help students develop their artistic talents. Student work is featured throughout the school and community. Periodically, we host touring cultural groups throughout the year.

# Teaching and Learning

Music is offered in grades 1 – 6. This program is essential to supporting our annual Winter Concert and performing at school and community events.

**FSL:** French as a Second Language is a program offered to students in grades 4 to 6.

**COMPLEMENTARY CLASSES:** A variety of programs are offered to grade 5-9 students. These programs are offered on a quarter basis allowing students to take 4-8 different courses throughout the year. A variety of high interest courses are available for students to select and are reviewed each year.

**PHYSICAL EDUCATION:** All students receive daily physical education instruction. The program is enhanced by taking advantage of the facilities available within the community. Our School Council and the Town of Killam partner with us to provide students opportunities to participate in healthy activities that utilize the community and area facilities.

**EXTRA-CURRICULAR KOUGARS:** Our school provides a full extra-curricular program for junior high students in all major sports. These are competitive teams that demand a high calibre of dedication in skill development time on the part of participating students, as well as exemplary behaviour. Grades 5 and 6 students have the opportunity to participate in extra-curricular mixed volleyball and basketball teams which compete with other elementary teams within the school division. Teams are coached by volunteers, either teachers or community members. Regardless of whom the coaches are, their time and effort is volunteered, and without their contribution extra-curricular sports could not be part of the school program.

**OUTDOOR EDUCATION AND FIELD TRIPS:** Junior high classes may have the opportunity to participate in overnight camping trips and/or outdoor education experiences. Grade 7 and 8 attend Ranch Camp every other year.

All grades are provided with funds from the school and the Parent Advisory Society to assist with their participation in educational field trips during the school year.

## Learning Commons



The Learning Commons is a creative space for discovery, study, leisure reading, research and other curriculum related projects. The Learning Commons has a large collection of items that include reference books, works of general fiction and non-fiction, magazines and DVDs. All materials must be signed out and most may be borrowed for a two-week period. Reference books are to remain in the Learning Commons at all times, although special arrangements may be made with the Learning Commons facilitator for an overnight loan. It is expected that all Learning Commons materials will be returned in a timely fashion so that these items are available for other students' use. Students are expected to conduct themselves in a manner that is not disruptive to others using the facility. The school shares the Learning Commons space with the town of Killam Public Library, but it is available exclusively to KPS students on Tuesdays & Thursdays.

# Celebrating Excellence

The Killam Public School community is extremely proud of the accomplishments of our students. Although our celebrations of learning are not limited to a one-time event, we publicly recognize their success annually. At our KPS School Awards Evening held at the end of June, students are recognized not only for their academic excellence, but also their accomplishments in athletics, effort and citizenship.

The achievements of our Junior High students are celebrated in conjunction with our Grade 9 Farewell. Students are recognized for their outstanding achievements during the school year including Standard of Excellence Awards, Honours and Athletics. Grade 9 students are recognized for their achievements in Humanities and/or STEM. Additional awards are given for Outstanding Effort, Citizenship and Athletics.

## CRITERIA FOR JUNIOR HIGH AWARDS

### ACADEMIC AWARDS

#### **Athletics Certificates Grades 7, 8 & 9**

- ✓ Presented to students for their participation in extracurricular sports

#### **Standard of Excellence Certificates Grades 7, 8 & 9**

- ✓ A final mark of 80% or greater in any subject will be noted on a *Standard of Excellence* certificate to be presented at the awards ceremony.

#### **Honour Pins (BRSD) Grades 7 & 8**

- ✓ Students who achieve an overall average of 80% or greater including LA, Social, Math and Science will receive a BRSD Honor pin in recognition of their academic achievement.

#### **Grade 9 Humanities and STEM Medallions**

- ✓ Students who achieve a final grade of 80% or greater in Humanities (both Language Arts & Social Studies) and/or STEM (both Math & Science) will receive a medal in recognition of their academic achievement.

#### **Grade 9 Honour Pins (Battle River) and Medallions**

- ✓ Students who achieve an overall average of 80% or greater including LA, Social, Math and Science will receive a BRSD Honor pin and medal in recognition of their academic achievement.

*\*\*The following awards are decided on by Junior High staff \*\**

## OUTSTANDING EFFORT AWARDS

A student must meet the following criteria to be eligible for this award:

- ✓ display a positive attitude towards learning
- ✓ display a consistent effort in all classes
- ✓ work to the best of their ability
- ✓ participate in school activities

## **Celebrating Excellence**

- ✓ be capable of independent work
- ✓ display a willingness to take advice from staff and peers

### **OUTSTANDING CITIZENSHIP AWARDS**

A student must display the following criteria for this award.

- ✓ participation and effort in school events
- ✓ service in student leadership
- ✓ contribution for school rather than personal glory
- ✓ positive contribution to school spirit
- ✓ cooperation with staff and students
- ✓ displays appropriate citizenship manners

### **OUTSTANDING ATHLETICS AWARDS**

In order to be a candidate for these awards a student must possess more than just athletic ability. A student must display the following criteria to win the award:

- ✓ demonstrate excellent and consistent effort in PE and school athletics
- ✓ demonstrate excellent sportsmanship in PE and school athletics
- ✓ must be able to motivate themselves
- ✓ have the desire to improve their skills
- ✓ show discipline at school as well as on the court/field
- ✓ demonstrate a positive attitude towards the school, teammates, coaching staff, as well as athletics in general
- ✓ participate in several school sports both individual and team
- ✓ these awards will be awarded only if suitable candidates exist for that year

# Communication

## Contact information

Killam School Office  
5007 - 49 Avenue Box 130  
Killam, AB T0B 2L0  
Telephone: 780-385-3690

## Parent/School Communication

The staff at Killam Public School appreciates the importance of communication between the school and the home.

For students in grades 1 to 5 the major means of communication is the daily agenda, the cost of which is included in your school fees. Teachers and/or students record daily and long term assignments and tests here as well as important notes for parents. Agendas are to be reviewed and initialed on a daily basis. Parents are encouraged to write or attach their notes to teachers in the daily agenda.

Students in Grades 6 - 9 are encouraged to keep their own agenda/Google Calendar. Assignments and due dates may be communicated through Google Classroom and/or emails from the teacher. Some teachers may utilize communication programs such as Remind to communicate specifically for that individual class.

### KEEPING YOUR PERSONAL INFO UPDATED

It is important that the school have current contact information for parents and guardians of ALL students. This includes accurate email addresses and phone numbers for parents/guardians during the school day and evenings. Please inform the school if there are any address or phone number changes during the school year.

### PHONE and EMAIL

There are several ways parents may use to reach staff at the school. All teachers have an email address and invite you to correspond with them via email. Email addresses are communicated to parents at the beginning of the school year through course outlines and classroom communications. Messages may be left at the office for teachers to return parent calls. ***Please do not use email to communicate "last-minute" directions, instead, call the office at (780) 385-3690.***

### CONTACTING STUDENTS

In order to contact your child at school, please call the office and request that a message be relayed to the student. Except in emergency situations, students will be called to the office to receive the messages at recess, lunch break, or the end of the day.

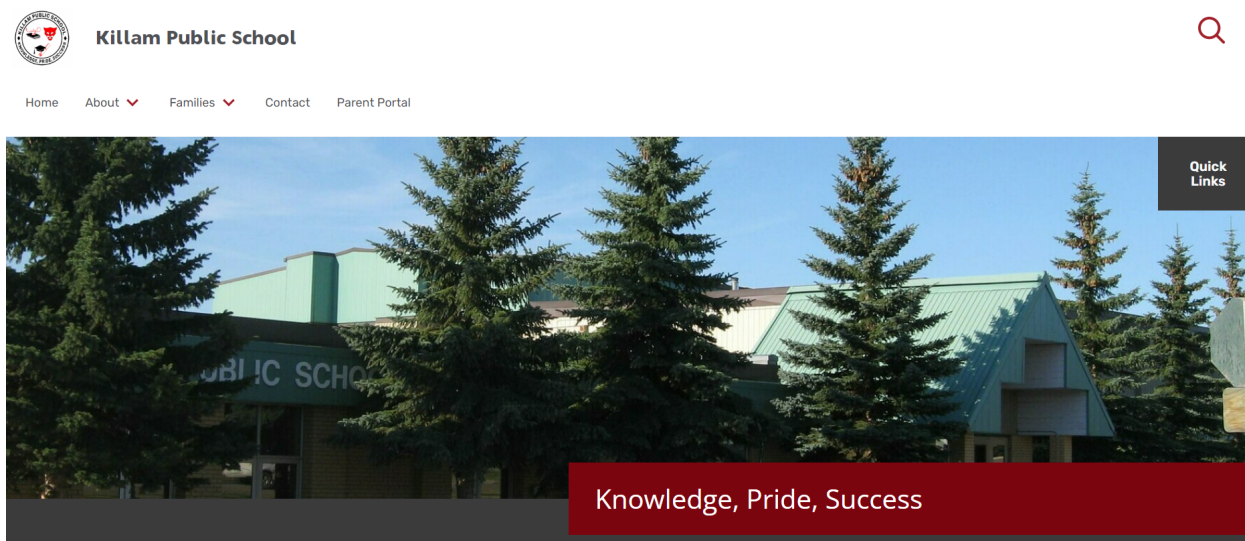
# Communication

## KPS NEWSLETTER

Important information about what's happening in Killam Public School is published in our newsletter. The newsletter is distributed directly to parents via school messenger every two weeks and can also be found on our website <https://killam.brsd.ab.ca/>. Please ensure that your contact information is up to date so you don't miss out on valuable communication about school happenings. Parents without access to digital communication are asked to contact the office to make arrangements to receive a paper copy.

## SCHOOL WEBSITE <https://killam.brsd.ab.ca/>

The Killam Public School website is a fantastic resource for all aspects of our school's life. The site also contains current information on bus route cancellations, upcoming events and it hosts the access link to the PowerSchool Student Information System.



## GOOGLE CLASSROOM

Many teachers use and maintain Google Classrooms for their students. Parents may also join these classrooms to have access to information, assignments and assignment completion. If you have any questions, please contact your child's teacher.

## POWERSCHOOL PORTAL

Both students and parents have access to their personal up-to-date assessment information using our Killam Public School Powerschool Portal. Using the link provided on our school website under '[Parent Portal](#)', it is possible to access your child's academic progress in any course as well as their attendance history.

This information is password protected and each student will be able to access using their school username and password. Parents will receive an individual username and password at the beginning of the school year. If you have any questions about the Powerschool Portal, please contact the school.

# Communication

## **BATTLE RIVER SCHOOL DIVISION WEBSITE**

Our school is part of Battle River School Division (BRSD). The website is <http://www.brsd.ab.ca> and contains up-to-date information including district policies and procedures, and school calendars for the current and upcoming years.

## **SCHOOL MESSENGER**

Our school utilizes the SchoolMessenger system to deliver text messages straight to your mobile phone with important information about events, school closings, safety alerts, and more. Parents and students can receive text messages or can use the School Messenger app. With the SchoolMessenger app, parents have 24/7/365 access to important school notifications such as bus cancellation, emergency alerts, etc. To sign up, text the word “YES” to 978338 or contact the office at (780) 385-3690.

## **WHO TO CONTACT**

At times, it can be unclear for parents who they should contact with a particular question or concern. Parents are encouraged to communicate with their child’s teacher early, as this is the primary contact for school dealings. If you require further clarification, please feel free to contact the office or School Administration. If a concern or issue is of great significance, or the likelihood of a misunderstanding is great, a conversation over the telephone or face-to-face with the person is always best. Please feel free to book an appointment to have a meeting with either the teacher or administrator. Teachers and Administration are always willing to address questions, concerns or issues and appreciate open channels of communication. We recognize ongoing dialogue between the school and home is always in the best interest of the students.

# Getting Involved as a Volunteer

## School Council and Parent Advisory Society

KPS has a School Council which meets every second month to provide input on a variety of school issues, to assist with parent-school intercommunication, and to undertake a variety of projects. Many activities within the school year would not be possible without the volunteer time and talents of our School Council and the parents they represent. Meeting dates and times are published in the school newsletter. All parents are encouraged to participate and get involved in actively supporting the school and its programs.

As their main fundraiser the School Council works to support a hot lunch program, run by parent volunteers. To become involved, please contact the School Council.

## Parent Volunteers

Parent involvement in their child's education is strongly encouraged and parent volunteers have been used for many years at KPS. Usually helping in the lower grades, these individuals may assist with a wide variety of tasks under the direction of the classroom teacher. The teachers are always the ones responsible for the instructional program, and the use of volunteers is left to their discretion. If you are interested in volunteering, please speak directly to your child's teacher.

Volunteer coaches are essential to the success of our athletics program. We appreciate the time and effort these volunteers dedicate to the success of our athletics programming. If you are interested in coaching, please contact the office.

To ensure the safety of all our students, volunteers will need to apply to become an 'Agent of the Board'. BRSD requires a criminal record check (with vulnerable sector check) to be completed within the last 5 years, additional paperwork and a meeting with an administrator. The school will provide a letter of support for getting a criminal record check. Please contact the office for more information about this requirement.

## Volunteer Drivers

Due to limited bus driver access, we rely heavily on parents to support transporting their children to and from sporting events. In many cases, parents are unable to drive their children and other arrangements need to be made. School-based sporting events require that parents driving children other than their own have approval through our transportation department. If you are willing and able to transport children other than your own the following process applies:

- Completion of Form 559-1 and approval of administration
- Completion of waiver authorizing division to obtain a current Driver Abstract
- Provide a photocopy of a valid Operator's Licence
- Provide proof of liability coverage (minimum \$2,000,000 liability)

Please contact the office if you have any questions or you require a copy of the forms. Thank you for your support!



# Athletics

## Killam Kougars



At KPS we offer a wide range of extracurricular athletic activities students may have the opportunity to participate in. We are proud of our Killam Kougars!

### **CROSS-COUNTRY RUNNING**

Grade 4-9 students are invited to participate in cross-country. Students attend races throughout the Battle River School Division.

### **VOLLEYBALL and BASKETBALL**

Grade 5/6 students may have the opportunity to participate in Mini-Slammers (volleyball) and Mini-Dunkers (basketball). Students learn the basics of the sport through practice and game play on mixed teams. Most practices take place during lunch recess and games are after school. Teams will be formed based on interest.

Grade 7-9 students have the opportunity to participate on the Junior High team. All students, regardless of grade level or ability, are encouraged to try out. Students from grade 6 may be invited to try out if there are sports available. Games and practices are after school.

### **BADMINTON**

Grade 7-9 students are encouraged to try out for the badminton team. Students from grade 6 may be invited to try out if there are spots available. After tryouts, team places are filled to maximize the success of all our participants. Practices occur after school and students participate in Area, County and Division tournaments based on their level of success.

### **TRACK and FIELD**

Elementary students all participate in a Track Meet that is run by our Junior High students. Students receive ribbons recognizing their achievements.

We are proud that all Junior High students attend the area track meet. This is part of their regular Physical Education programming. Students who achieve well in the Area Track Meet, move on to compete in the Division-wide Track Meet in Camrose.

# Athletics

## **COACHING**

Volunteer coaches are essential to the success of our athletics program. Whether staff or community members, we appreciate the time and effort these volunteers dedicate to the success of our athletics programming. If you are interested in coaching, please contact the office.

## **TRANSPORTATION FOR GAMES AND TOURNAMENTS**

Due to limited bus driver access, we rely heavily on parents to support transporting their children to and from sporting events. In many cases, parents are unable to drive their children and other arrangements need to be made. School-based sporting events require that parents driving children other than their own have approval through our transportation department. If you are willing and able to transport children other than your own the following process applies:

- Completion of Form 559-1 and approval of administration
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- Provide a photocopy of a valid Operator's Licence
- Provide proof of liability coverage (minimum \$2,000,000 liability)

Please contact the office if you have any questions or for a copy of the forms. Thank you for your support!

## School Policies and Practices

### Code of Conduct: Killam Public School's Behaviour Matrix



# KPS PAWSitive Behaviour



	Classroom	Hallway	Gym	Playground
<p><b>Respectful</b></p> <p>How you act shows you are considerate of yourself and others.</p>	<ul style="list-style-type: none"> <li>Use inside voices</li> <li>Listen to others</li> <li>Be honest</li> <li>Treat others how I want to be treated</li> <li>Be kind and helpful</li> <li>Perceive myself as capable of learning</li> </ul>	<ul style="list-style-type: none"> <li>Talk quietly</li> <li>Respect other people's things</li> <li>Clean up after myself</li> <li>Respect other students' work by looking and not touching.</li> </ul>	<ul style="list-style-type: none"> <li>Be understanding of everyone's abilities</li> <li>Take care of gym equipment</li> <li>Enter only with permission from an adult</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language</li> <li>Follow agreed upon rules for play</li> <li>Look after the environment and equipment</li> <li>Include others</li> </ul>
<p><b>Responsible</b></p> <p>How you act without guidance or supervision shows you can be trusted or depended upon.</p>	<ul style="list-style-type: none"> <li>Be on time &amp; prepared</li> <li>Complete work &amp; stay on task</li> <li>Follow the expectations</li> <li>Be diligent - do my best</li> <li>Take responsibility for my own learning</li> <li>Persevere through challenges towards a solution</li> <li>Be resilient - see failure as a part of growth</li> </ul>	<ul style="list-style-type: none"> <li>Take off dirty/wet footwear</li> <li>Keep lockers neat and organized</li> <li>Use appropriate language</li> <li>Move effectively through the halls</li> <li>Enter/exit the school efficiently when the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>Regulate emotions</li> <li>Take care of sports equipment</li> <li>Follow expectations for gym and changeroom</li> <li>Wear appropriate clean indoor footwear</li> <li>Give your best effort regardless of the activity</li> </ul>	<ul style="list-style-type: none"> <li>Follow playground expectations</li> <li>Play safely</li> <li>Put garbage in the garbage can</li> <li>If I don't like the situation I'm in, I need to find a positive solution</li> </ul>
<p><b>Collaborative</b></p> <p>How you work with your others shows you value their input and share responsibility.</p>	<ul style="list-style-type: none"> <li>Work to strengthen the group by sharing ideas</li> <li>Listen to ideas and take turns speaking</li> </ul>	<ul style="list-style-type: none"> <li>Help others who are having difficulties</li> </ul>	<ul style="list-style-type: none"> <li>Be a positive team player</li> <li>Include everyone</li> </ul>	<ul style="list-style-type: none"> <li>Share space and take turns on equipment</li> <li>Include all peers</li> <li>Listen to others ideas</li> </ul>

## School Policies and Practices

By committing to growth in the characteristics and behaviours listed in our behaviour matrix, our students prepare themselves to be active, thoughtful and caring leaders and create a climate of mutual respect that exists beyond the school. We look for opportunities to increase the richness of experiences both in and outside of the school and view each experience as an opportunity for authentic problem solving and learning to occur.

### Attendance

Developing an understanding of curricula, learning and practising various learning processes are challenges met daily in our classrooms. This is mainly achieved through well planned, hands-on learning activities, critical questioning of student's thinking as they proceed through the activity and follow-up discussion to ensure the new concept has been meaningfully linked to past knowledge and is understood by each student. This new learning is then applied in problem solving in a real world context. Valuable feedback, both verbal and written, is offered during classroom instruction. Students who have missed this development of a concept and /or feedback often become frustrated as this gap in their learning makes it difficult to build to the next new concept. Being present in the classroom is essential if students are to have the building blocks necessary to be successful learners.

Therefore, student attendance is essential for student learning. Should a student be absent for a prolonged period of time, teachers will provide as much of the missed work as possible upon the student's return to class. Parents should understand that this cannot fully replace the classroom instruction and learning missed during the absence.

Please call the school office at (780) 375-3690 or email our Administrative Assistant ([cwetthuhn@brsd.ab.ca](mailto:cwetthuhn@brsd.ab.ca)) to let us know if your child is going to be late or absent from school, ideally prior to the start of class. If not reported before the start of school, you will receive a SchoolMessenger attendance call out.

#### Planned absences during the school day

When a student is planning on leaving the building during the school day, they must sign out at the office in addition to letting their teacher know. (See procedures below). Students who are absent from a class are expected to work with their teachers to ensure that all missed assignments, quizzes, tests, etc. are completed within a reasonable, agreed upon time frame. In the case of an extended absence due to a family activity, we ask parents to contact the school well in advance of the absence to coordinate a plan for the classes and activities that will be missed.

If attendance is becoming a concern as we track attendance throughout the school year, further measures will be taken to offer assistance and support to ensure that your child is being provided with the best opportunities for success at school. Administration, with the help of Division Leadership, will work with families to offer additional support as needed.

## School Policies and Practices

### Sign In/Out Procedures

In keeping with our commitment to **Welcoming and Caring Schools**, Killam Public School implements a closed campus for the safety and security of our students. A closed campus means that once students arrive on school grounds, they must remain for the duration of their school day including lunch. Students leaving school property during the school day must have parent permission to do so. In addition, students must **sign out** at the office before they leave the school grounds and must **sign in** when they return.

As part of the Occupational Health and Safety guidelines it is necessary for the office to know who is in the school during the school day. Should an emergency occur we must be able to account for all the people within the building. Therefore between the hours of 8:50am to 3:35pm all visitors (including parents) must sign in at the office and collect a visitor's pass to wear while in the school. They must also sign out and return the pass when leaving. If you are at school to pick up your child during the day or at the end of the day please stay in the office or entry way to avoid needing a visitor's pass. Students who are late for school or returning from an appointment must sign in. Students leaving early for any reason must sign out.

### Academic Integrity

Academic honesty is a core value in our school. It is unacceptable for a student to commit plagiarism and/or cheating on any student work submitted for assessment. Academic dishonesty deprives everyone of quality evidence of student achievement and will be dealt with on a case by case basis.

### Appropriate Dress

Although students are not required to wear a specific school uniform, they are required to adhere to certain basic guidelines according to dress. School is a place of work, for staff and students. Students must adhere to reasonable standards in dressing for a focused learning environment. Clothes that students wear to school should be modest and appropriate for the school setting.

This standard also applies to when students are representing Killam Public School on field trips and at athletic events. These guidelines will be enforced in accordance with the Behaviour Matrix for PAWSitive Behaviour.

Clothing that is identified as outside these parameters will be given an opportunity to change or be provided with appropriate alternative clothing.

# School Policies and Practices

## Lunchtime Activities

Lunchtime is an opportunity for students and teachers to eat lunch, have meetings, enjoy time with friends at recess or participate in planned activities. Food and drink will be consumed in classrooms during this time. We ask that everyone work together to keep the classrooms clean and properly dispose of garbage.

With a signed permission form, Grade 8 and 9 students have the **PRIVILEGE** of leaving the grounds at lunchtime. Once implemented, forms will be sent home and extras will be available at the office. Students who have written permission from parents on the designated consent forms will be allowed to leave campus during lunch recess. In addition, these students must **sign out** at the office before they leave the school grounds and must **sign in** when they return. It is an expectation that these students will represent the school population in a positive manner when off-campus during lunch. Students are expected to return on time and prepared for afternoon classes. If a student is not meeting these expectations, the privilege may be revoked.

Kindergarten to grade 7 students are **not permitted** to leave the school ground during lunchtime unless they live in town and have parent permission.

## School Health and Safety Procedures

### NUT-AWARE ENVIRONMENT

An anaphylactic reaction is an allergic reaction so severe that it is life threatening. While we cannot guarantee an allergen-free school environment, we recognize the dangers faced by students and staff with severe or anaphylactic reactions (allergies) to foods, and make every attempt possible to provide a safe environment for all. Information will be provided to parents if there is a severe allergy in the classroom.

### STUDENT MEDICATION

Parents are responsible for notifying the school of their child's health needs and are asked to provide timely and accurate information about health concerns that could affect their child or students and staff at the school. Students may have medications administered while attending the school if the appropriate forms are completed by the child's physician. Please contact the school office for the forms.

### DOOR OPENING TIMES

Supervision is available on the playground at 8:25 am for students who arrive early to the school. The first bell rings at 8:40. Please do not send your child to school earlier than 8:25.

# School Policies and Practices

## EMERGENCY EVACUATION

In the case of an emergency evacuation, parents will be notified via phone. Please, **DO NOT** phone the school or evacuation sites. Lines need to be kept clear for Emergency Services communications and for contacting parents. It is imperative that we have accurate contact information on file. Please ensure that all contact information is provided to the office and is current. If you have had recent changes, please update those at the office.

## INCLEMENT WEATHER

Parents have the first decision in regards to sending their child to school on days when weather conditions are a factor. On occasion, it may be unwise to operate school bus routes due to the risks involved in transporting students as a result of weather/road conditions however, schools remain open.

- Temperature: Bus routes will be cancelled when the air temperature, or air temperature combined with wind chill, reaches -40 degrees celsius
- Fog: When considering cancelling due to fog, the driver will make an effort to determine severity of fog in different areas along the route. If conditions are not foggy for the afternoon route, drivers will most likely make the afternoon run to deliver students home.
- Other Weather Issues: When a morning bus route has been cancelled due to issues such as a winter storm or poor road conditions, drivers will not run their afternoon route. Parents who have chosen to drive their students to school are expected to pick them up at dismissal.

All bus information can be found on the [school website](#).

## Emergency Preparedness

At times it may be necessary to take precautions and put extra measures in place to make sure students are safe. Sometimes this may mean evacuating or keeping the students secure within the building. Here are four of the most common procedures:

**Fire Drill:** Fire drills are scheduled several times a year. Students are taught regular fire exits and alternate fire exits. Students should move in a quiet, orderly fashion to their designated meeting place outside the school and quietly await further instructions. An administrator will confirm with each teacher that all students are accounted for. Then an all-clear signal will be given to return to the school.

**Hold and Secure:** The intent of this emergency procedure is to protect your children from an event that may be happening in the neighbourhood or in the school. Classes within the school go on as normal; we are just extra vigilant. We make sure that all the doors are locked, and

## School Policies and Practices

everyone stays inside. An example would be a police investigation or a fire in the neighbourhood.

**Shelter-in-Place:** This emergency procedure is also used for an event occurring outside or inside the school. For example, there may be a dog on school property or a deer, and we would keep the students inside until the hazard was dealt with. There may be a medical emergency in the school, and we need to keep the hallways clear so we can deal with it.

**Lockdown:** This takes place when there is an immediate threat to the students in the school. All exterior doors are locked, all the students are asked to go back to their classrooms, and the classroom doors are locked. The goal is to prevent someone from entering classrooms. Students stay in their classrooms away from doors and windows and are quiet. Staff and students review and practice these procedures throughout the year, sometimes with the assistance of the RCMP and Fire Department.

### Killam Public School Technology Procedure

To enhance the education of its students, Killam Public School provides students access to its RiverNET wireless network and the option of utilizing personally-owned devices. The network is limited in its bandwidth and is to be used **for educational purposes only**. The purpose of these guidelines is to ensure that students and parents recognize the restrictions that the school imposes on the use of personally-owned devices when they are used at school in conjunction with the wireless network.

These guidelines and policies apply to the use of all laptop/chromebook computers and all other mobile internet devices.

#### **DIGITAL CITIZENSHIP GUIDELINES**

During classroom instruction students are being taught about proper rules regarding the use of technology and becoming positive digital citizens. The following websites outline some of the key responsibilities for students using technology. This includes instruction on how students are to deal with cyberbullies.

<http://www.albion.com/netiquette/corerules.html>

<https://www.commonsemmedia.org/>

#### **GENERAL USAGE GUIDELINES**

1. The School will not be held responsible in any capacity for physical damage, loss or theft of any personally-owned device.
2. Student use of personally-owned devices in the classroom will be at the discretion of the classroom teacher. Classroom teachers may prohibit, restrict or regulate use of personally-owned devices.



## School Policies and Practices

3. Cellular network or personal data plan usage on personal devices cannot be monitored by the school. Therefore such usage is prohibited unless otherwise directed by a school authority.
4. Student use of a personally-owned device must support the instructional activities currently occurring in the school environment.
5. Students should be aware that the use of mobile devices could cause distraction for others, especially in regards to audio. Therefore, audio must be muted unless otherwise directed by a school authority.
6. Student devices with camera and video capability must not be used to violate the privacy of students and staff. These capabilities are not to be used during school except upon direction from a school authority.
7. By bringing personally owned devices to school, students and their families accept that school authorities may inspect the device and its contents to ensure compliance with school and District codes of conduct, policies and guidelines, including the Student Acceptable Use Agreement.
8. Students use the RiverNet wireless network at their own risk. The School District will not be held responsible for any damage that may occur as a result of connecting to the wireless network or any electrical power source.
9. Students who share their computer or device understand that the student whose name is on the network account will be responsible at all times for its appropriate use. Students need to keep their passwords protected.
10. Use of network devices for bullying behaviours and/or use or possession of hacking software is strictly prohibited and will be dealt with by BRSD and the RCMP when necessary.

### **Monitoring and Search**

1. Students should expect only limited privacy in the contents of their personal files on the BRSD network system. The situation is similar to the rights they have in the privacy of their locker.
2. Routine maintenance and monitoring of the BRSD network may lead to discovery that the student has violated school/regional policy.

## School Policies and Practices

3. Students should expect routine monitoring of computer usage and Internet browsing while logged on to the BRSD network.
4. An individual search of the BRSD network usage will be conducted if there is reasonable suspicion that the student has violated this Policy or the law.
5. Parents have the right at any time to request to see the contents of their child's files.

### Due Process

1. In the event there is a claim that a student has violated the User Agreement in the use of the network system, the student will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.
2. If a student is found to have violated the Acceptable Use Agreement, the consequences will be, but not limited to, restrictions being placed on their network account.

**Failure to comply with Killam Public Schools Technology Policy may result in disciplinary action. The disciplinary action will be at the discretion of the Principal.**

### Student Owned Device Protocol

Possession of communication devices by students on school grounds is a privilege, not a right, and any staff member or student who brings a communication device on school property consents to these rules and the schools right to confiscate such devices. It is important that students using personal devices respect the learning environment. Students shall respect the rights and needs of the other students and staff to encounter minimal disruption to the school day, and observe common courtesy.

- Students shall take full responsibility for their devices at all times. KPS shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to school.
- Students are not allowed to use any device to photograph or record another person on school property at any time.
- Electronic devices brought and used in a classroom shall be placed on the student's desk visible for monitoring, or as directed by the teacher.
- Electronic devices shall be set to 'silent' while in school.
- Electronic devices can be used by junior high students outside at the tables, benches, or sitting in the field but not on the play equipment.
- Devices are allowed at recess for students grades 7-9
- Devices are not permitted in bathrooms or locker rooms.
- Any confiscated devices may be searched by parents or law enforcement as necessary.

# School Policies and Practices

## Missing Evidence (Zero) Policy Guidelines

Students at Killam Public School are to be responsible for completing all assessments. Our goal is to support students in taking responsibility for their evidence of learning as they develop into lifelong learners. The following guidelines provide teachers, students, and parents with information about student assessment specific to Killam School and in accordance with BRSD Administrative Procedure 360 <https://www.brsd.ab.ca/download/206598>.

To support students in completing and submitting all assessments, the following practices are embedded in our school culture.

- On a daily basis, homework is recorded on their board and reviewed at the end of class.
- Due dates for summative assessments are accessible on the teacher's Google Classroom or the classroom whiteboard.
- Learner outcomes or targets are shared with students for each topic as well as the success criteria which will be used to assess their level of achievement on these outcomes.
- It is made clear to students that should they need help with work or need to make alternate arrangements for an assessment, they are to speak with the teacher prior to the assigned due date.

In the event that a junior high student fails to complete and/or hand in a summative assessment as evidence of their learning, the following process may be implemented at the discretion of the teacher.

- The teacher will make arrangements for the student to complete the assessment or an alternate assessment at a time requested by the teacher.
- The teacher will communicate with the parents the details of the situation and the full consequences of missing assessments.
- The teacher may determine whether a referral to the principal is required.

If the assessment remains incomplete after a reasonable amount of time, agreed upon by the teacher and the student, the teacher will award a grade based on their professional knowledge of the level of the student's work on the curricular objective(s) being assessed.

The aim of this process is to ensure that students have the opportunity to present evidence of their learning in a timely manner.