

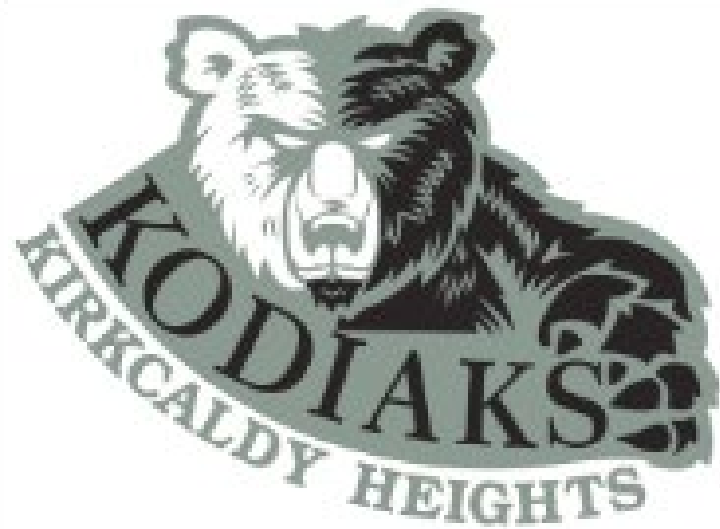
KIRKCALDY HEIGHTS SCHOOL HANDBOOK

10 Knowlton drive, Brandon, MB R7A 0C1

Phone: (204) 729-3291

Email: kirkcaldyheights@bsd.ca

Website: bsd.ca/kirkcaldyheights



Welcome to Kirkcaldy Heights School

Vision Statement

To provide a safe environment for learning and teaching. To provide programs and services which facilitate the development of students as healthy contributing members of society. To facilitate ongoing communications amongst students, parents and community. To be a child-centered educational facility built on community partnerships, effective leadership and exemplary practices to meet the academic, social, physical and emotional needs of each child.

School Hours:

The hours of operation (bell times) are as follows:

8:45 A.M. to 11:35 A.M.
12:35 P.M. to 3:25 P.M.



Morning recess is from **10:20 A.M. to 10:35 A.M.**

Afternoon recess is from **2:10 P.M. to 2:25 P.M.**

Please encourage your child(ren) to arrive at school no earlier than 10 minutes before bell time. In the case of an EMERGENCY/PROBLEM students are to enter the school and seek help as soon as possible.

Students are expected to clear the school and school grounds immediately after dismissal unless involved in a teacher-directed activity e.g.: extracurricular activities.

Controlled Access:

KH is a **Controlled Access Building** where all doors of the school will be locked 24 hours. Students are required to line up at designated doors in the morning and at lunchtime. The doors are always available to exit. **Students that arrive late for school are asked to use the front entrance and report their arrival to the office. All parents, guardians and visitors are asked to report to the office before proceeding to the classroom.**

We thank the parents and students for their support in this preventative measure to enhance the safety of our school.

Kirkcaldy Heights School Code of Conduct

The **KH Code of Conduct** is rooted in the Brandon School Division's Administrative Procedures (including AP 2005), as well as the Provincial Code of Conduct: *Safe and Caring Schools: Provincial Code of Conduct—Appropriate Interventions and Disciplinary Consequences*.

At Kirkcaldy Heights, it is expected that all staff and students act respectfully and adhere to the expectations outlined in the provincial, divisional, and school-specific Codes of Conduct. If a student or staff member is not in compliance with these standards, it will result in a supportive response, intervention, or appropriate consequence.

All staff and students are expected to contribute to a positive school environment, ensuring that everyone:

- can learn in a safe environment.
- feels respected and valued.
- develops a strong sense of personal and social responsibility.
- feels accepted by others for who they are and for the unique perspectives they bring to our school community.

Proactive Strategies to Support a Positive School Environment

Our school focuses on preventative practices that help students make choices that have a positive impact on themselves and others, both within and outside the school environment.

- **Fair Notice Presentations:** Early each September, presentations regarding threat-making behavior are provided to all K-8 classrooms by the school social worker and/or guidance counselor to ensure safety awareness.
- **Social-Emotional Learning (SEL):** The classroom teacher and guidance counselor work together to co-teach emotional regulation and social-emotional skills, implementing these lessons directly within the classroom setting.
- **Kodiak Pride Expectations:** Classroom teachers establish specific expectations based on the Code of Conduct. These expectations are taught and reviewed continually throughout the school year.
- **Resource Integration:** Social-emotional learning resources are readily available and used by teachers to support student well-being on a regular basis.
- **Educational Interventions:** Every office-led intervention is rooted in teaching. We aim for the student to understand the impact of their choices and provide opportunities for restitution and learning.
- **Active Supervision:** The staff supervision schedule is strategically designed to ensure adults are present in all playground areas, providing immediate support and guidance if students experience conflict during recess or lunch breaks.



Student-Centered Behaviour Intervention, Response Strategies, and Consequences

As a school community, Kirkcaldy Heights does not accept behavior that intentionally detracts from the learning environment or compromises a student's safety and sense of belonging. Our goal is to maintain a respectful space where all "Kodiaks" can thrive.

Unacceptable Behaviours

The following behaviors are deemed unacceptable and will be addressed by the Kirkcaldy Heights administrative team:

- **Bullying:** Unprovoked abuse, repeated over time, intended to inflict physical or psychological distress upon a person perceived to be vulnerable (a one-way exercise of power).
- **Discrimination:** Any form of unfair treatment based on identity, race, gender, or ability.
- **Physical Violence/Aggression:** Actions taken with the intent to cause physical injury.
- **Threat-Making Behaviour:** Any statement or action indicating an intent to harm.
- **Theft:** Taking property that does not belong to you.
- **Substance Use:** Using, possessing, or being under the influence of alcohol or illicit drugs on school property.
- **Gang Activity:** Any activity related to gang affiliation or recruitment.
- **Possession of a Weapon:** Anything used for the purpose of threatening, intimidating, or causing injury or death.
- **Inappropriate Digital Conduct:** Misuse of the internet, email, BSD software, AI-generated content, social media, or direct messaging.
- **Personal Mobile Devices:** Unauthorized use of personal devices during instructional hours (including class time, recess, and lunch breaks).
- **Exploitation:** Any form of self- or peer-exploitation.

Approaches to Behaviour Intervention and Response

At Kirkcaldy Heights, we recognize that students may occasionally engage in behavior that does not meet our community expectations. We view these instances as messages or unmet needs being communicated by the student. These moments are framed as opportunities for learning, reflection, and growth. When behavior is repeated or serious in nature, families will be contacted as a central part of the disciplinary and support process.

Depending on the severity and frequency of the behavior, the following interventions may be implemented:

- **Coaching & Discussion:** Collaborative problem-solving to identify alternative choices.
- **Family Engagement:** Working closely with parents/guardians to support the student.
- **Formal Meetings:** Structured discussions with students, parents, and administration.
- **Restitution & Restoring Community:** Actions taken by the student to "make things right" with those affected.

- **Positive Behaviour Agreement:** A formal plan outlining specific expectations and supports for the student.
- **Suspension:** Used for serious infractions (an appeal process is available for all suspensions).
- **Student Services Referral:** Accessing internal supports like guidance or resource teachers.
- **Outside Agency Involvement:** Partnering with community resources for additional support.
- **Risk/Threat Assessment:** Formal evaluation to ensure school-wide safety.
- **Police Notification:** Involving Law Enforcement when required by law or divisional policy.



Brandon School Division Dress Code

Appropriate clothing by students and staff is an important factor in establishing and providing a respectful, safe, and secure school environment.

Appropriate clothing is included in the BSD Code of Conduct, Administrative Procedure 2005.

What you need to know:

Appropriate clothing:

- Hats, toques, bandanas and hoods must be removed when entering the school.
- Outerwear, large bags, backpacks etc. must be left in a locker or designated area unless immediately required for physical education.
- **Clothing must not display** inappropriate words, phrases or images, be sexually explicit or revealing and may not have accessories that are harmful to self or others.

To ask questions about this policy, or to receive a copy of the policy, please see principal.

Attendance / Call Back Program

We ask that parents provide a **note** or **phone call** when your child will be absent so the school can monitor attendance.

The purpose of the Call Back Program is to ensure the safety of your child(ren) during school hours. Please call the school at 204-729-3290 by 9:00 a.m. or 12:45 p.m. if your child is going to be absent. The answering machine will take your message out of school hours.

If we have not heard from you and your child(ren) is/are absent, **you will receive an automated call from SchoolMessenger checking on the whereabouts of your child(ren).**

All students that are **late** must enter through the front doors of the school and **sign in** at the office so that we know they have arrived safely at school.



Keep Us Informed

New phone, change of address, changed parent work number, new daycare arrangements? To assist us in keeping in contact with you, personal information that changes during the school year should be reported to the school secretary in the main office as soon as they occur.

Communication

The school will send bulletins/memos through SchoolMessenger and in print form as necessary.

Important dates and information will also be displayed on our school website

(bsd.ca/kirkcaldyheights) **conferences** are held in November and March, but the door is always open. Your comments, questions and suggestions are always welcome.

Volunteers

Volunteers must complete both a Criminal Record Check and Child Abuse Registry Check. These forms are available at the school office and are to be returned to the Brandon School Division Office once filled out. Due to new policy recently implemented by the Canadian Police Information Centre (CPIC) and the Brandon Police Service, completed **Criminal Record Checks (CRC)** can no longer be sent directly to a third party (i.e. Brandon School Division). Therefore, once your Criminal Record Check is completed it will be sent to your home address. The process for **CHILD ABUSE REGISTRY CHECKS (CARC)** has not changed and therefore will still be submitted to HR for bulk submissions from individual schools.

Volunteers have two options: bring the original CRC form completed with receipt to the Division Office for reimbursement **OR** volunteers may also mail their original CRC form completed *with* receipt to Human Resources Dept, 1031-6th St, Brandon, MB R7A 4K5

Volunteers cannot be approved on your school list until the CRC is received in the HR office. Please note that the Division will only reimburse the cost of the initial processing of a CRC (for volunteers). Should a volunteer be required to provide fingerprints to verify identity, the Brandon City Police Services charges an additional fee that is not reimbursed through the Division. Should you have any questions or concerns, please contact the Brandon School Division Human Resources Department 204-729-3108.

Student Accident Insurance

24 Hour Coverage—you can't predict when accidents will happen, but you can prepare for them. For as little as \$12 a year, your child is covered for all accidents at school, home or play.

The Manitoba School Boards Association & the School Division recommend that all parents consider RELIABLE LIFE STUDENT ACCIDENT INSURANCE, which provides 24 hour coverage for all accidents at school, home or play.

This program provides coverage for medical, dental, disability or accidental death and dismemberment insurance on behalf of students. Contact the Program Administrator, Western Financial Group Insurance Solutions at 1-800-665-8990 for more information on the plans available. You may register ONLINE! www.studentaccidentinsurance.ca

Emergency Procedures

Fire drills will be held throughout the school year, and severe weather drills will be held in the Fall and Spring.

In the event of an emergency (chemical spill, power outage, etc.) our students and staff will seek refuge at the Sportsplex. If evacuation of the school community is needed, all schools follow a divisional Risk Response procedure.

School Patrols

Grades 4, 5 and 6 students act as school patrols for the crosswalks near the school. We urge all students to use these crosswalks and to be respectful of the school patrol duties. This is not always an easy job.



Please note that cars **running through** our patrols are reported to the Brandon Police Service. Please be conscious and supportive of our patrols and help them do their job.

Patrol times: **8:35 - 8:50 A.M.** **12:30 -12:45 P.M.**
 11:45 -11:55 A.M. **3:30 - 3:40 P.M.**

School patrols will not be on duty when the temperature/wind-chill drops to -27°C .

Inclement Weather

Please dress for the conditions, the students will be required to go outside during breaks. If the weather is extreme an announcement at the school will be made for the students to remain inside during the breaks. It can't be stated enough **Please be sure to send your child to school dressed for the weather.**

Nutrition Policy

KH applies the **Manitoba School Nutrition Handbook** guidelines and **Canada's Food Guide/Guidelines to Healthy Eating**. Nutritious foods are encouraged for snacks, classroom and school events, field trips and sporting events as well as for students that remain at school during the noon hour.



Allergies

We have students in our school who have **severe life-threatening allergies (known as anaphylaxis)** to **nuts or foods containing nuts and nut products**. We ask your cooperation by **not sending any snacks or lunches with your child containing nut or peanut products**. Though it sounds simple, it means no peanut butter sandwiches or cookies. It means you should read labels of other foods like muffins, granola bars and cereals before you put them in your child's snack. If you child has eaten nuts or nut products at home for breakfast or lunch, please have them thoroughly wash their hands and face with soap and water before coming to school.



There are also students and staff at KH who have serious asthma/allergy difficulties. **We would ask that students and adults in the school not use or bring any strong scented perfumes, lotions, hairspray, etc. ** THIS INCLUDES THE USE OF ESSENTIAL OILS****

Student Support Services

Resource Staff

Our resource teacher aids teachers for students who are experiencing difficulties with their schoolwork. The resource teacher assists the classroom teacher in developing a program to meet the academic needs of the student. Educational assistants may be used in the implementation of these programs. The resource teacher works in consultation with the clinical team and in partnership with parents.

School Counsellor

The school counselor is concerned with the personal, social and educational needs of the student. Counseling and guidance provide opportunities for students to explore feelings, examine information and consider options for problem resolution and decision making. The counselor works in collaboration with the school personnel, other professionals and parents.

Student Support Services

Our Student Support Services Department is based in the Brandon School Division Office. Our team consists of a speech therapist, social worker, occupational therapist, physiotherapist and a psychologist who are available to assist teachers and parents in assessment of student needs. Recommendations are made to develop appropriate programs for individual students. These programs may involve direct service from one or more of the clinicians. Clinical referrals are made through the resource teacher and require parental approval.

Health Services

We have access to a Public Health Nurse. Periodic school visits are made. Call 204-571-8374 (Public Health) for more information.

Library Resource Centre

We attempt to provide a variety of high-quality recreational reading and reference materials in our Learning Resource Centre. A half-time teacher librarian provides a library media program and assists students and staff with resource-based learning which aims to promote those skills required to effectively locate, use and evaluate information and ideas. Students are encouraged to borrow library books. The loan period is 2 weeks. Overdue notices are sent out on a regular basis. A price policy exists for "lost" books. Parent and community volunteers assist with the library.

**Extra-Curricular Activities (Intramurals and Inter-school)**

Extra-curricular activities may be held in the morning, during recess, at noon hour and after 3:30. Activities are announced well in advance. The goal is to encourage student participation. Announcements about these events are generally made over the intercom, from the Phys. Ed. Office, Music Room, or emails from staff supervisors and are located on the Phys. Ed. website.

GENERAL INFORMATION

Lunch Program

Our Lunch Program runs for the entire school year. Families must register at the school. Cost is \$38 per month to be paid to BSD, see admin assistant for more information. Discipline is handled by the school, consequences include (not limited to) removal of the program.



YMCA Before and After School Program

The YMCA Before and After School hours of operation are from 7:30 a.m. until morning bell, and afternoon bell until 5:30 p.m. Please call the YMCA for further information (204-727-5456).

Lost & Found

A box is in the main school entrance. Parents are welcome to sift through the items at any time. Items are kept in the school for a short period of time. Due to lack of storage space, the unclaimed items are then cleaned and donated to a local charity.

Open House/Book Sale/Family Barbecue

An Open House/BBQ is held toward the beginning of each school year. The purpose of the Open House is to enable parents/guardians to informally meet the staff and tour the school.



Rental of School Facilities

Our facilities may be rented by outside groups. Call the City of Brandon Recreation Department (204-729-2257). Custodial staff must be paid while the facilities are in use.



Bicycles

Any bikes at school should be locked and their serial number recorded at home. Bikes are not to be ridden on school property. The school carries no responsibility for damaged or missing bicycles. Students choosing to ride a bike should wear a helmet.



Scooters, Skateboards and Roller Blades

We ask that those not be brought to school as we do not have space to store them during the school day.

Telephone Use

Students may use the phone for emergencies only (eg. illness). "Play arrangements" should be made prior to school.

Cell phone use is **NOT** permitted during school hours

