



Handbook for Students and Parents 2018-2019

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TABLE OF CONTENTS

Who We Are	3	Illness or Injury	11
School Namesake, Logo and Mascot	4	Insurance	11
Respectful Working Environments	5	Library Services	11
Student Rights and Responsibilities	5	Lockers	12
Nut and Scent Sensitive School	5	Lunchtime - Elementary Students	12
Kim Hung Staff 2018-2019	5	Lunchtime - Junior High Students	12
Hours of Instruction - Elementary	6	Medication Management	13
Hours of Instruction - Junior High	7	Nutrition	13
Attendance, Lates, and Absentee Check ..	8	Out of Bounds Areas	13
Absences for Holidays	8	Parking and Student Drop Off	13
Acceptable Use of Technology Policy	8	Personal Property	14
Bicycles, Scooters and Skateboards	9	Picking Up Your Child	14
Cell Phone Use on School Property	9	School Assessment Plan.....	14
Changes of Information	9	School Patrols	14
Cold and Inclement Weather Policy	9	Supply Lists	15
Communication	9	SchoolZone	15
Curriculum Support for Parents	10	Student Use of Telephones	15
Emergency Plans	10	Supervision	15
Entrances	10	Transportation	15
Field Trips.....	11	Visitors/Volunteers	15
Footwear	11		

WHO WE ARE

We are a Compassionate, Courageous Community who Laughs, Leads and Learns Together!

Our school culture is built on the foundation of building solid relationships, supporting ALL students, and implementing “The Leader in Me” that will serve all our students and their families. Our staff will work diligently to create a school culture and community of learners based on our District’s Cornerstone Values of Accountability, Collaboration, Equity, and Integrity. We will focus on high quality student achievement, citizenship, well-being and safety so that ALL students have the opportunity to reach their maximum potential.

THE LEADER IN ME

Kim Hung School is proud to be in its second year on a journey toward becoming a Leader In Me Lighthouse School. Leader in Me is a whole-school improvement process based on the idea that everyone can be a leader. This evidence-based approach empowers students with the leadership and life-skills they need to thrive in the 21st century. By developing the WHOLE-child; socially, emotionally, academically and ethically, we will foster a school climate that promotes greatness! The Seven Habits of Highly Effective People are:

Habit 1 — Be Proactive

You’re in Charge

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2 — Begin with the End in Mind

Have a Plan

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school’s mission and vision. I look for ways to be a good citizen.

Habit 3 — Put First Things First

Work First, Then Play

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4 — Think Win-Win

Everyone Can Win

I balance courage for getting what I want with consideration for what others want. I make deposits in others’ Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

Habit 5 — Seek First to Understand, Then to Be Understood

Listen Before You Talk

I listen to other people’s ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6 — Synergize

Together Is Better

I value other people’s strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people’s ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.

Habit 7 — Sharpen The Saw

Balance Feels Best

I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

KIM HUNG (1951–1996)

Kim Hung was a strong advocate for preserving and enhancing Edmonton's historic Chinatown and was dedicated to improving the quality of life for the Chinese community. He started numerous volunteer programs to serve Edmonton's Chinese community. As a University of Alberta student, Hung founded the Chinese Library Society and the Chinese Graduates Association of Alberta, which supported foreign students. He also helped establish the Mandarin bilingual program at Edmonton Public Schools, which has flourished over the past 35 years and now has about 2,000 students in 13 schools.

Hung helped found the Edmonton Chinese Community Services Centre (now ASSIST Community Services Centre) to offer support to refugees and new immigrants. He helped establish the Edmonton Chinatown Multicultural Centre, as well as programs and facilities to help aging seniors in the Chinese community, such as the Chinese Senior's Lodge and Edmonton Chinese Elders' Mansion II.

Hung was a consultant with the Office of the Commissioner General for Trade and Tourism and worked informally as an ambassador who connected the City of Edmonton with potential investors in China. His efforts led to the twinning of Edmonton with its "sister city" of Harbin, China.

The City of Edmonton named Hung one of the 100 Edmontonians of the Century in 2004. Hung was inducted into the City of Edmonton Community Service Hall of Fame in 2006 and was recognized by the Edmonton Historical Board in 2012 for promoting Edmonton's heritage.

KIM HUNG SCHOOL LOGO

Inspiration: Hung (surname) translates to Flood and Kim (first name) translates to Gold Fortune.

Rationale: This concept honours the namesakes surname "Hung" in an animated and modern way. The character flows seamlessly into Hung's full name. The Character also includes a stylized "H" that reflects the iconic Chinatown gates and symbolizes his contribution to the community. This concept speaks to the metaphor of a school being a vibrant place where a continuous "flood" of learning, exploration and growth is nurtured.



SCHOOL MASCOT



Our students, parents and staff were engaged in the process of creating an Athletic logo. The Phoenix logo was embraced as it symbolizes high virtue and grace, which tie in nicely with Kim Hung's contributions to the community. The association with 'rebirth' is significant since the school's name is a legacy to Kim Hung, ensuring the recognition of his memory and work will live on. The name of our Phoenix is PHAB (Pretty Hot and Blazing)!

RESPECTFUL LEARNING AND WORKING ENVIRONMENTS

Edmonton Public Schools, in co-operation with its staff groups, is committed to creating a healthy, respectful learning environment for students, staff members, trustees, parents, volunteers and contractors.

We recognize the worth of every person without discrimination. We are committed to working toward the elimination of objectionable behaviour in our schools and workplaces and to maintaining an environment that is respectful, safe, nurturing and positive for everyone.

Please help us achieve this goal by interacting in a manner which respects the dignity and value of others.

STUDENT RIGHTS, RESPONSIBILITIES, AND EXPECTATIONS

It is our shared responsibility to ensure that each student can learn and realize their potential within a safe and caring learning environment. In addition to teaching the necessary learning outcomes, our schools are places where students can develop the character and skills needed to become responsible, respectful, compassionate and successful citizens.

School staff used [Board Policy HG.BP--Student Behaviour and Conduct](#) as the basis for creating a draft document outlining Student Rights and Responsibilities at Kim Hung School. This document has been created to communicate clear expectations for how our students are expected to behave in order to ensure they become the best students and citizens they can be.

Staff will be working collaboratively to review and refine this document, and a final copy will be posted for parents by November 1, 2018.

WE ARE A NUT AND SCENT SENSITIVE SCHOOL

Kim Hung is a nut sensitive school. Please do not bring any food items that contain nuts to school. If your child has a severe nut allergy please inform the school so that appropriate safety measures may be put in place.

Kim Hung is a scent sensitive school. Please do not wear perfume, cologne, or other scented products. Thank you for your cooperation.

KIM HUNG STAFF

Please visit SchoolZone for an up to date directory of school staff.

KIM HUNG KINDERGARTEN & ELEMENTARY

HOURS OF INSTRUCTION

Mondays, Tuesdays, Wednesdays & Fridays			Thursdays		
8:30 – 8:35 am	Arrival Bell & Entry	AM Kindergarten 8:35-11:30	8:30 – 8:35 am	Arrival Bell & Entry	AM Kindergarten 8:35-11:10
8:35 – 9:07	Period 1		8:35 – 9:07	Period 1	
9:07 – 9:39	Period 2		9:07 – 9:39	Period 2	
9:39 – 10:11	Period 3		9:39 – 10:11	Period 3	
10:11 – 10:26	Recess		10:11 – 10:26	Recess	
10:26 – 10:58	Period 4		10:26 – 10:58	Period 4	
10:58 – 11:30	Period 5		10:58 – 11:30	Period 5	
11:30 – 12:15	Lunch		11:30 – 12:15	Lunch	
12:15 – 12:20	Warning Bell & Entry	PM Kindergarten 12:20-3:15	12:15 – 12:20	Warning Bell & Entry	PM Kindergarten 12:00-2:20
12:20– 12:52	Period 6		12:20– 12:50	Period 6	
12:52 – 1:24	Period 7		12:50 – 1:20	Period 7	
1:24 – 1:56	Period 8		1:20 – 1:50	Period 8	
1:56 – 2:11	Recess		1:50 – 2:20	Period 9	
2:11 – 2:43	Period 9				
2:43 – 3:15	Period 10				

KIM HUNG JUNIOR HIGH

HOURS OF INSTRUCTION

Mondays, Tuesdays, Wednesdays & Fridays			Thursdays	
8:30 – 8:35 am	Arrival Bell & Entry		8:30 – 8:35 am	Arrival Bell & Entry
8:35 – 9:29	Period 1		8:35 – 9:29	Period 1
9:29 – 9:34	Transition Time		9:29 – 9:34	Transition Time
9:34 – 10:27	Period 2		9:34 – 10:27	Period 2
10:27 – 10:32	Transition Time		10:27 – 10:32	Transition Time
10:32 – 11:25	Period 3		10:32 – 11:25	Period 3
11:25 – 12:10	Lunch		11:25 – 12:05	Lunch
12:10 – 12:15	Warning Bell & Entry		12:05 – 12:10	Warning Bell & Entry
12:15 – 1:09	Period 4		12:10-12:50	Period 4
1:09– 1:14	Transition Time		12:50-12:55	Transition Time
1:14 – 2:07	Period 5		12:55-1:35	Period 5
2:07 – 2:12	Transition Time		1:35-1:40	Transition Time
2:12 – 3:05	Period 6	1:40-2:20	Period 6	

ATTENDANCE, LATES, AND ABSENTEE CHECK

We check attendance each morning and afternoon in our elementary program and at the beginning of each period in our junior high program. Office staff will call home each morning and afternoon to confirm unexcused absences. If your child will be absent, please call 587-489-4718 and leave a message including:

- your child's full name;
- their teacher or homeroom teacher's name; and
- the reason for their absence.

It is extremely important for the safety of your child that the school be notified of any change in telephone numbers at home, work, or emergency contacts.

The *School Act* provides the provincial expectations related to student attendance at school and defines what reasons may legitimately keep students away from school. Section 13(5) of this act excuses a student from attending school only if the reason is sickness, religious holidays, suspension/expulsion, permission from the Board, or other unavoidable circumstance. Please note that family holidays, extension of school vacation periods, student work schedules, or parental permission given to a student to stay away from school are not considered to be excused absences. If a student is chronically absent from school for "unexcused" reasons, the school may be required to refer the student to the Attendance Board.

Punctuality is recognized as being an important lifelong habit. If students are late, they are to report to the office for a late slip and our office staff will update their attendance record. For students who are habitually late, the classroom teacher will notify parents and they will collaboratively come up with a plan to address the situation. If this plan is not effective, a meeting with administration, parents, teachers and students may be arranged to discuss possible solutions.

If a student needs to leave school early for a medical appointment or other reason, they must sign out through the office. A phone call or a note from the parent is essential in order for us to allow the student to leave the building without the parent present.

ABSENCES FOR HOLIDAYS

A great deal of learning occurs in the classroom through the use of guided questions, dialogue and problem solving. We therefore request you try to schedule family holidays during the school breaks. **Parents who choose to take their children out of school and go on a holiday or trip are choosing to accept responsibility for their children's learning during that period of time.** Home education imparts responsibility to the parents to provide programming that meets the Alberta Education Curriculum guidelines. If you have scheduled a holiday during school time, we would appreciate notice well in advance, so that teachers can communicate with parents about what the child will be missing. **Teachers are not required to develop handouts or specific lessons for extended holiday time.** Evaluation may indicate "unable to assess" or "absent during this unit" on the progress report.

ACCEPTABLE USE OF TECHNOLOGY POLICY AND STUDENT DECLARATION

We believe that technology can be a powerful tool to enhance learning, enabling students to obtain information and to collaborate with others across the school, the District and the world in purposeful educational activities.

We expect all students to model the qualities of good digital citizenship by following standards of acceptable use and ethical practices when using either school-owned technology or their own personal electronic devices. Each student, as well as their parent or guardian, must review, sign, and return the Acceptable Use of Technology Policy and Student Declaration document which will be posted on SchoolZone and a copy sent home with students at the beginning of each school year.

BICYCLES, SKATEBOARD, SCOOTERS

Skateboards, scooters, in-line skates and bicycles are all great ways to stay fit and travel to school. To ensure everyone's safety, we ask that students wear a helmet and not use their skateboards, scooters, skates or bikes on school property. The bicycle rack area is out of bounds except when parking or picking up bicycles. All bicycles must be locked and must not be ridden in the parking lot areas or on school grounds.

CELL PHONES ON SCHOOL PROPERTY

Students must turn off their cell phones during class time, unless they have been given permission to use them by their teacher for learning purposes. Please note that junior high students are solely responsible for the security of these items or any other valuables they may choose to bring to school.

CHANGES OF INFORMATION

It is important that we have up to date emergency contact information for each student. Please notify the school if your child's emergency contact information (telephone number, address, etc.) changes during the school year.

COLD AND INCLEMENT WEATHER POLICY

Recess for elementary students provides a break from the regular school routine and a chance to get some exercise and fresh air. It is expected that children will be dressed warmly enough to be outside for 15 minutes each morning and afternoon and for 25 minutes at lunch time. When the temperature is colder than -23°C, the wind-chill factor creates an equally cold situation, or there is a storm or extreme wind conditions, regular outside recess will be cancelled and students will remain indoors.

COMMUNICATION

Parents are encouraged to contact their child's teacher(s) to provide information that may be helpful in planning their child's program as well as to ask any questions they may have. To contact teachers, parents can call, email, connect via *SchoolZone*, or contact the school office directly to make an appointment to come in to see the teacher. *SchoolZone* is a great tool for parents to stay up to date on all kinds of information including school activities, newsletters, attendance, and progress reports.

School newsletters will be posted on the last Friday of every month. School events are continually updated on our Google calendar, found on our website or through *SchoolZone*.

CURRICULUM SUPPORT FOR PARENTS

Parents play a vital role in the education of our students. In order to help parents reinforce learning at home, Alberta Education has published the *Curriculum Handbook for Parents* series. Visit www.education.alberta.ca to download a copy of these helpful documents.

As partners in education, this resource provides parents with valuable information about the learning goals that have been set for students.

Parents may also find it useful to log onto LearnAlberta.ca to find other curricular support materials. LearnAlberta.ca offers a wide range of resources directly tied to what Alberta students are learning in the classroom. These multi-media resources engage students by using video clips, animations, interactive lessons, problem-solving strategies, glossaries and much more to help them learn new things in fun ways. The site creates a unique learning environment that can help students in and out of class. Parents will gain a better understanding of what their children are learning and be better prepared to provide assistance. The password for the LearnAlberta.ca will be posted on *SchoolZone* for parents to access.

EMERGENCY PLANS

Edmonton Public Schools requires each school to develop a plan for evacuation in the event of an emergency that makes it impossible for the school to remain open or open on a regular day of school. If the emergency occurs during school hours, students will be removed to a safe location in the community depending on the nature or reason for the evacuation. Parents will be notified to come and pick up their children by phone. Should an emergency occur out of school hours, an announcement will be made via radio and television news.

To help students learn how to act quickly and safely in case of emergency, evacuation and lockdown drills will be held throughout the year.

Maps are posted in each room regarding which exits should be used.

Parents can sign up for emergency text messaging to receive messages when there is a major emergency at the school. Information on the District's SchoolMessenger system is posted on *SchoolZone*.

ENTRANCES

Students should arrive to school between 8:15-8:30 a.m. when there is teacher supervision provided. All students from Kindergarten-grade 8 will go to the back of the school to wait for the bell with the teacher supervisors. No students should be coming through the front entrance during this time. Teacher supervisors will direct students to line up at their designated entrances when the bell rings and invite classes inside.

Students arriving prior to 8:15 should wait at the front entrance until a teacher supervisor picks them up.

Students arriving after 8:30 a.m. will be expected to use the front entrance to report for attendance and a late slip.

For the safety of our staff and students, all other exterior doors will be locked during the day. If you require access to the school, please use the intercom located to the right of the entrance doors. If you require access to Discovery Out-of-School Care, please go to the far entrance at the beginning of the parent drop-off zone.

FIELD TRIPS

Students may participate in a variety of curriculum based field trips throughout the year to enhance classroom learning. Students must return a parent signed permission form with trip details (cost, method of transportation, itinerary, supervision etc.) in order to participate. No child will be refused the right to participate due to a lack of funds if the situation is brought to the attention of the teacher or principals. If a student is not able to participate in a field trip due to any other reason, they will be accommodated in other classes.

FOOTWEAR

Boot racks are located at several entrances throughout the school for elementary students. Outdoor footwear should be left on these racks or on the carpet areas designated for shoes and boots. All students must have an extra pair of shoes with non-marking soles for indoor use. All footwear should be marked with your child's full name. The school cannot assume responsibility for lost footwear, but will make every effort to assist students in recovering their property. We ask that all visitors coming into the school respect our effort to keep the floors clean for our students and remove their dirty shoes at the door.

Shoes with wheels in the sole are not allowed in the school.

Junior high students must have a pair of non-marking athletic shoes/ runners that are used exclusively for physical education classes.

ILLNESS OR INJURY

If it is deemed that a student is ill or injured while at school, we will attempt to contact the parent/guardian or the person listed as the emergency contact to send the child home. In the interim, the child will be made as comfortable as possible in the school office. If it is deemed that the illness or injury appears to be serious, medical advice will be sought and followed.

A note from a parent or guardian is required if a student needs an exemption from recess or physical education activities for 3 days or less. For exemptions longer than 3 days, a medical certificate is required from your doctor.

For injuries or accidents, first aid will be administered as needed, and an attempt will be made to notify the parent if the situation warrants it. When a parent or guardian cannot be reached, and the injury is serious, a staff member will accompany the student to the nearest clinic or hospital.

If necessary, an ambulance will be called (at the expense of the child's parent/guardian) to transport a critically injured child to the hospital. Every effort will be made to contact the parent first. For this reason, we try to have each student's current Alberta Health Care number on file.

INSURANCE

Parents are reminded that insurance protection to cover costs that may be incurred as a result of accident or injury to a student is the personal responsibility of the home. The school does not provide insurance of this nature.

LIBRARY SERVICES

The library and all of its resources are for the benefit and pleasure of everyone in the school. Kim Hung students may borrow two books at one time, for a loan period of up to two weeks. Library users are to sign out all borrowed items and are expected to return them on time and in good condition. We are very fortunate to have a brand new library collection and would like to keep our books in top condition. Users will be responsible for charges relating to lost or damaged books or materials .

LOCKERS

Students in grades 4-8 are provided with a locker, and are responsible for the security and tidiness of their locker which should be used to hold their personal items and books. Classroom teachers will communicate expectations with students about when they can access their lockers. Locks or lockers are not to be tampered with and students should not give out their combination, even to friends.

Please note: there are NO lockers in the gym change rooms. All valuables need to be locked in a locker or left with a homeroom teacher. Lockers are the property of Kim Hung School and they may be searched at any time by an administrator without notice.

LUNCHTIME FOR ELEMENTARY STUDENTS

Annual lunch fees are determined each year for students who stay at school, and are collected when fee sheets are distributed in mid September.

General Lunch Program information

The lunch hour at Kim Hung School is divided into two time periods:

- 11:30 a.m. - 11:50 a.m. - Elementary students remain indoors to eat their lunch
- 11:50 a.m. - 12:15 p.m. - Elementary students play outside (weather permitting)

Microwave Ovens

For safety reasons, microwave ovens will not be available to students during the lunch hour. Students can be burned or even start a small fire due to overheating food. If parents would like to send a warm lunch for their child, students are welcome to bring their warm lunch in a Thermos.

Appropriate attire for weather conditions

Weather permitting, students will be asked to enjoy the outdoors and get some fresh air during the lunch hour. It is imperative that students arrive at the school with the appropriate outerwear including a warm jacket, snow pants, gloves/mittens, hat/toque and warm footwear for those frosty winter days. When the outside temperature drops below -23°C students will have alternate lunch hour activities within the building.

LUNCHTIME FOR JUNIOR HIGH STUDENTS

In the interest of student safety, Kim Hung School has a **lunch break “Closed Campus”** policy for all students. This means that during the lunch break all students in elementary and junior high must remain on the school property. Junior high students staying at school for lunch will be required to eat in the upstairs common area where they will be supervised by staff. After students have finished eating, they will go outside or to another supervised activity for the remainder of the lunch period. Students staying for lunch may not leave the school grounds.

We recognize that there are students who live close to the school and wish to return home for lunch daily. If this is the case, parents must complete the exemption form called Permission To Go Home For Lunch form. These forms will be available in the main office and must be returned to the assistant principal who has final approval. Students are NOT permitted to go to stores or friends' homes during the lunch time, and this signed permission form means that the student will be going home every day. There is no option to choose to stay for lunch some days and leave on other days.

Students in grades 7 – 9 who go home for lunch should not return to school until 12:12 to prepare for afternoon classes.

MEDICATION MANAGEMENT PLAN/ADMINISTRATION OF MEDICATION

Edmonton Public Schools' regulation titled *Administration of Medication* states:

All students requiring medication management for physician-prescribed medication must have a Student-Focused Medication Management Plan to ensure that the medication information is complete and accurate. This plan is for students who regularly or infrequently take physician-prescribed medication at school. If a student requires this type of medication to be administered at school, please contact the office so that the appropriate paperwork can be completed.

Medication must accompany this paper work and must be appropriately labeled in the original container.

Students who require an Epi-Pen for emergencies should carry it on their person at all times. It is recommended that families provide a second Epi-Pen to be kept in the school office with the student's picture in case of an emergency. Parents are responsible for ensuring that replacements are provided for expired Epi-Pens.

NUTRITION

In the interest of promoting good nutrition and dental care, the consumption of gum, candy, soft drinks, and junk food is not encouraged in the school or on the playground. Your assistance in helping your child make healthy food choices and in supporting this focus on nutrition by not sending such foods in your child's lunch is greatly appreciated.

We are a nut sensitive school. Each year, we have a number of children with severe allergies that may result in life threatening conditions. As a result, certain precautions may be taken in the classroom and specific school areas, including the identification of a classroom as "allergy friendly." Parents and students are expected to adhere to the guidelines laid out in these instances. Please do not send any food items containing peanuts or peanut butter to school as we do have several students with severe allergies to these products.

OUT OF BOUNDS AREAS

During school hours students are not permitted to play in the following areas:

- in front of the school;
- in any of the parking lots or roadways; or
- around the bicycle rack area.

PARKING AND STUDENT DROP OFF

Visitor parking is available at the front of the school across from the front entrance. When dropping off or picking up students, parents are asked to obey the parking and bus zone signs. If using the student drop off zone, parents are asked to move as far down the drop-off zone as possible and remain in the vehicle. Student safety is enhanced when patience is exercised and proper practices are followed. If parking in the visitor parking area, please do not ask your child to cross in front of other cars unless you are assisting them.

If you are unsure of how to access the drop-off zone, the Kim Hung Drop-Off/Pick-Up app has been posted on *SchoolZone*.

Parents are not allowed to use the staff parking lot when dropping off or picking up students.

PERSONAL PROPERTY

All student footwear, clothing and personal supplies should be clearly labeled to assist us in returning lost items to their owners. Found articles of clothing and footwear are placed in the Lost and Found boxes located at the division one and two entrances on the main floor, and the open area at the top of the stairs. The contents of these boxes are put on display periodically so parents and student can more easily look for lost items. Small, lost items such as glasses, rings, watches, keys, etc., may be checked for in the school office. Unclaimed items may be distributed to those less fortunate.

Students are encouraged to bring their imaginations to school and leave toys and electronic devices (that are not being used for a specific academic purpose) at home. The school will not be responsible for lost, broken or stolen personal items.

Students are discouraged from bringing large sums of money or other valuables to school, but in special circumstances where it is necessary, students must bring the money directly to the office for safekeeping.

If an item is valuable, it is safest at home.

PICKING UP YOUR CHILD

If you need to pick up your child from school during instructional time (8:30 a.m. - 3:15 p.m.), please come to the office to sign your child out. Parents who arrive prior to dismissal time are asked to wait outside or at the front entrance until the bell rings. This allows our teachers to continue important teaching and learning without the disruption of parents and children waiting by the classroom door.

SCHOOL ASSESSMENT PLAN

We've developed a school assessment plan to help you understand how we measure your child's learning, and this is posted on our website at kimhung.epsb.ca. You'll find information about:

- how we plan to communicate student progress
- dates for progress reports, parent-teacher conferences, provincial exams, individualized program plan (IPP) reviews, and how and when English as a Second Language (ESL) proficiency benchmarks will be shared
- how we determine students' grades/marks
- parent, teacher and student responsibilities
- the steps we take to address missing or incomplete work

SCHOOL PATROLS

Our Kim Hung AMA school patrollers operate student-patrolled crossings. We ask parents to explain to the children the importance of using the crosswalks and location where the patrols are stationed. Parents should remind their children about safety precautions when crossing busy streets. Please remember that our patrollers require the cooperation of all parents and children.

SUPPLY LISTS

Please refer to *SchoolZone* or kimhung.epsb.ca for Gr.1-9 supply lists.

SCHOOLZONE

SchoolZone is an information system developed by Edmonton Public Schools to provide parents, students and teachers with secure access to school and student information, including:

- Online access to daily homework assignments
- Progress reports
- Attendance records
- News of school and district events
- Achievement results
- Important links to online resources

If parents had *SchoolZone* accounts for their child(ren) at their previous school, the process and passwords remain the same. Passwords remain the same from one school year to the next. If you are new to our district and or *SchoolZone* please contact our school office.

STUDENT USE OF TELEPHONES

A courtesy telephone for students' use is located in the office. This telephone may be used before morning classes, during lunchtime and after dismissal. It may not be used during class time.

SUPERVISION

Supervision for elementary students does not start until 8:15 a.m. so it is important that students not arrive too early. When the weather is very cold or wet, children may wait inside the school at the front entrance. Paid lunchroom aides supervise students while they eat their lunch and when they are on the playground during the lunch hour. The teaching staff provides supervision 15 minutes before school, and during the morning and afternoon recesses. At dismissal time, students are to proceed directly home or to their after school care.

TRANSPORTATION

All Kindergarten to Grade 6 students enrolled in Kim Hung school who reside within Glastonbury or Hamptons will be eligible for yellow bus transportation. Information on how to apply can be found on our website at kimhung.epsb.ca.

VISITORS/VOLUNTEERS

Visitors, whether they are parents, guests, or people on official school business, are welcome in our school. We ask that all visitors sign in at the office prior to going anywhere else in the school.

Kim Hung students are not allowed to visit other schools at any time during the school day (i.e. - on our professional development days, at lunch time etc.) unless prior arrangements have been made with the school. Students who do visit other schools during the school day could be considered to be trespassing.

There are countless ways parent volunteers can be involved at Kim Hung School. Please fill in the Volunteer Registration Form that will be coming home in a packet on your child's first day of school. Volunteers are asked to sign in and out at the office and wear a volunteer badge when they are in the school.

At Kim Hung School, every parent or guardian is automatically a member of our School Council. Parents are encourage to attend our monthly meetings as they involve a valuable exchange of ideas on a number of school specific and general educational matters. Dates for School Council meetings can be found on the Kim Hung calendar.