



Kingston Collegiate and Vocational Institute

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web site: <http://kcvilimestone.on.ca>

Where Tradition meets the Future – Où la tradition et l'avenir se rencontrent

Principal: Mrs. T. McKenna

Vice-Principal: Mr. L. Gibson

Vice-Principal: Ms. M. Connelly

Vice-Principal: Ms. S. Robb

July 2017

Greetings K.C.V.I. Families,

On behalf of the K.C.V.I. staff, congratulations on the completion of another school year. We hope you have a tremendous summer, and are feeling relaxed, refreshed, and eager to embark on an exciting school year in the fall.

We are pleased to announce Ms. Stacey Robb will be joining our administrative team next year. As an administrative team, we are excited to continue supporting you through high school.

Timetables were distributed to all K.C.V.I. students in the final week of classes. Students requiring timetable changes may do so by coming to student services on **Monday, August 28, Tuesday, August 29 or Friday September 1**. Students can speak to student services staff on a first come first served basis by adding their names to the list located in Student Services.

Student Services Staff

Bonney Morris-Pocock, Head of Student Services
Tamiko Ferguson, Head of Expanded Opportunities
Cindy Nolan, Student Services Secretary
Chris Van Luven, Teacher Counsellor
Beth Ford, Lead Student Success Teacher
Kim Kippen, Learning Program Support Teacher (**IEP Grades 9, 11, 12**)
Helena Huskilson, Learning Program Support Teacher (**IEP Grade 10**)
Emma-Jane Hamilton, Adolescent Care Worker

Administration

Talya McKenna, Principal
Margaret Connelly, Vice-Principal (Grades 9 & 11)
Lonny Gibson, Vice-Principal (Grades 10 & 12)
Stacey Robb, Vice-Principal (School To Community, Alternative Sites)

LOCKERS: If you are in Grades 10 - 12, locker assignments will be posted on Tuesday, September 5th. If you do not see your name on the Locker list, please go to the Main Office. It is mandatory that you remain in your assigned locker.

Please Note: For school safety, there will be locker checks done throughout the year to ensure that every student is in his/her assigned locker.

LOCKS: Students will be required to use school issued locks. For grades 10, 11, and 12 you should reuse your lock from the previous year. If you've lost your lock a new one may be purchased for **\$10.00** or a used one for **\$5.00** from the Main Office. If you have forgotten the lock's combination, please come to the Main Office.

STUDENT ACTIVITY CARDS: Student cards will be available for purchase starting in September at lunchtime. The cost will be **\$10.00**.



SCHOOL COUNCIL: Please mark the School Council general meeting dates on your calendar. All meetings begin at 7:00 PM in the Centennial Room. All are Welcome!

The Dates for the School Council Meetings are:

September 19 th	November 21 st	February 20 th	May 15 th
October 17 th	January 23 rd	April 17 th	June 12 th

OPENING DAY TIMETABLE: Tuesday, September 5th is a special schedule as listed below. The regular K.C.V.I. schedule begins on Wednesday, September 6th.

8:30 - 9:10 a.m.	Grade 9 Assembly
*NOTE - Period A begins at 9:15	
*9:15 - 10:15	Period A / Home form (All Grades)
10:15 - 10:25	Break
10:25 - 11:25	Period B
11:25 - 12:25	Lunch
12:25 - 1:25	Period C
1:25 - 1:35	Break
1:35 - 2:35	Period D

GRADE ASSEMBLIES: A series of grade assemblies will be held during the opening week so that we may inform students about events and changes planned for the new year. Please proceed to the auditorium at the appropriate time for your grade.

Grade 9 -	Tuesday, September 5 th @ 8:30 a.m.
Grade 10	- Wednesday, September 6 th - Period A 2 nd half
Grade 11	-12 Wednesday, September 6 th - Period B 1 st half

REGULAR DAILY SCHEDULE

8:20	WARNING BELL
8:31 - 9:46	PERIOD A
9:46 - 9:53	BREAK
9:53 - 11:08	PERIOD B
11:08 - 11:59	LUNCH
11:59 - 1:14	PERIOD C
1:14 - 1:21	BREAK
1:21 - 2:36	PERIOD D

Note: Periods C and D rotate on a weekly basis

ATTENDANCE:

**** Students are required to be in their home forms at 8:25 AM ****

FIRST WEEK ATTENDANCE it is mandatory that you notify Attendance if you will not be able to attend during the first week. Class spaces will only be held for 4 days without prior notification. After that time, students will be re-timetabled as spaces become available.

FOR STUDENTS....WHEN SHOULD YOU VISIT ATTENDANCE?

- When you feel sick and wish to go home - you may call your parent/guardian from attendance in the main office as the attendance clerk needs to speak to them as well.
- When you are leaving early, you need to sign out (parental permission must be given).
- Anytime you have arrived at school after 8:50 a.m., even if you are on time for the next class
- Accurate attendance is important in the event of an emergency

IT IS IMPORTANT THAT YOU SIGN IN!

FOR PARENTS....HOW DO I NOTIFY THE SCHOOL OF AN ABSENCE?

A parent/guardian may notify the school of a "**parent/guardian approved**" absence or early departure by:

- Telephone call to the attendance line at 613-544-9051
- In writing prior to the absence
- Email to: kcvi.attendance@limestone.on.ca.
- For planned extended absences, please contact the Principal in writing at least one month prior to the extended absences. Students are expected to complete the extended absence sheet, available in the Main Office, prior to departures.

Please note: Students are not permitted to sign themselves out or call in absences until they reach the age of 18.

As part of our ongoing focus on student success, you should expect your son's/daughter's teachers to contact you to discuss his/her progress when your son/daughter has 5 unexplained absences or your son's/daughter's achievement is being impacted by poor attendance, even if the absences have been approved. Persistent attendance issues will be referred to the appropriate Vice-Principal for follow-up.

We have an automated attendance system (Synrevoice) that will make calls to all homes in the evening to notify parents of students who have missed a period, periods, or an entire day of school. We hope that this system will assist us with timely communication home with attendance information. Please contact attendance at 613-544-9051 with any inquiries.

ASSESSMENT AND EVALUATION procedures vary from subject to subject and teachers will review these with you during the first week of class. It should be stressed, however, that it is your responsibility to maintain regular attendance, meet assignment deadlines, write tests and exams on designated days, and, in general, keep up-to-date in each of your courses. Failure to do so may result in the loss of credit. Report Cards will be issued to students on the following dates:

October 5 th	Early Report Grades 9 & 10 (distributed in classes)
November 21 st	Mid-Semester Report (distributed in home form)
February 15 th	1st Semester Final Report (distributed in home form)
March 8 th	Early Report Grades 9 & 10 (distributed in classes)
May 1 st	Mid-Semester Report (distributed in home form)
2nd week of July	2nd Semester Final Report (mailed home in the 2nd week of July)

PARENT/GUARDIAN NIGHTS: Parent/Teacher conferences are by appointment from 6:30 - 9:00pm on the scheduled evenings. K.C.V.I. uses an on-line booking system available from the K.C.V.I. website. Please note the following dates:

Semester 1 – November 2nd (on-line sign-up begins October 26th)

Semester 2 - March 28th (on-line sign-up begins March 21st)

CULMINATING ACTIVITIES AND EXAMINATIONS

Parents and students should note the culminating activities, final summative evaluations and examination dates as listed, and be certain to avoid scheduling other activities that might conflict. **All students are expected to write their culminating activities and exams as scheduled.**

Medical documentation will be required if a culminating activity or exam is missed due to illness. ***Do not plan holidays or accept employment during summative and examination periods. Please note that attendance is critical for the entire period.***

Review/Summative Evaluation days and Exam Periods:

Semester I: January 18, 2018 - February 1st, 2018

Semester II: June 14 2018 - June 27th, 2018

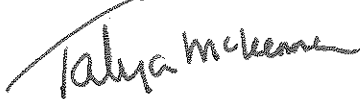
CO-CURRICULAR PROGRAMS: We hope all students will get involved in the outstanding activities available at K.C.V.I. Many activities are offered to satisfy virtually every interest, and to help make your school year more exciting, challenging, and rewarding.

STUDENT AGENDA: Every student in Grades 9 and 10 will receive a Student Agenda on the first day of class. For students in Grades 11 and 12, limited numbers of agendas are available in the main office on a first-come, first-served basis. The front of the agenda will include the Code of Behaviour, Assessment and Evaluation Policy, student association/clubs/activities, school information and dates pertaining to the school year, for students and their parents. See also <http://kcvilimestone.on.ca> to keep in touch throughout the year. **The entire student agenda is available for download on the school's website.**

Finally, we wish each of you every success in all of your endeavours over the next school year. Work hard, get involved, and do the very best you can at everything you attempt.

I look forward to meeting you in September. Please visit our website at <http://kcvilimestone.on.ca> for more information about our school and follow us on **Twitter @Talya McKenna**. If you have any questions, we encourage you to contact us at: (613) 544-4811.

Sincerely,



Talya McKenna
Principal