



# **STUDENT HANDBOOK**

## **KING'S VIEW ACADEMY 2017-2018**



## Welcome to King's View Academy

King's View Academy is a private, grades 7-12, university preparatory school in Halifax, Nova Scotia. Our educational model is built upon the ideas of self-direction, rich resources, flexible scheduling and independent programming.

### VISION

Learning is a lifelong activity. Everyone delights in learning and curiosity. Learning in a well-crafted learning environment with rich resources and support for individual goals and progress maximizes the potential for all learners.

### King's View Academy COAT OF ARMS



## **SYMBOLISM of the COAT OF ARMS**

The **King's View** is the ability to see the whole panoramic situation of any event or occurrence. It requires qualities of upliftedness and genuineness, and is based on the development of insight and compassion.

### **Wings**

Wings represent the power, strength, and dignity of the warrior or knight. They defy limitation and fear, and require a developed sense of freedom and vast mind that produces immense capabilities for working with others.

### **Helmet**

The helmet represents chivalry; bravery, honor, courtesy, respect, protection of the weak, generosity, justice and unbiasedness.

### **Crown**

This is the Antique Eastern Crown granted in Scotland and Ireland. It bears five jewels; these stand for insight, equanimity, discrimination, accomplishment and spaciousness.

### **Shield**

The shield bears a tri-diamond shape representing awareness and keen intellect. Its razor sharp edge cuts through all confusion, doubt and hesitation. It is the energy of precision and clarity that sees situations as they are.

### **Lion**

The lion's fearless roar represents truth, honesty, and bravery. It is the proclamation that every situation in life, including the emotions is workable.

### **Horse**

The horse represents gallantry and heroism. We see in it strength, exuberance and speed. It also carries a notion of hard work and industriousness. Its whiteness stands for wakefulness and skill.

### **Sword**

The sword enforces justice, and its blade when waved gathers energy. The weight of the sword sustains its cutting through confusion and hesitation. It destroys what is unwholesome with a single, direct blow.

### **Bow and Arrow**

The arrow points first to our own behavior. It reminds us of what is the appropriate action. Used skillfully with the bow, it harnesses this insight with skillful action.

**Lotus**

The lotus evokes nurturing processes and creativity. It offers art in human relations beyond minimal practicality. Its red color suggests passion, attraction and the warmth of compassion.

**Flourish**

The flourish represents the winds of time, change and movement.

**STUDENT ORIENTATION WEEK**

The first week of school (Sept 5-8, 2017) is an introduction to learning and the routine at KVA. During this time teachers and students will get to know each other and better understand a student's daily life at KVA. Orientation week is divided up into 4 blocks: Goal Setting, Resources, Learning and Assessment and each teacher works with a group of students to cover the content. The content includes the following:

**Goal Setting**

- KVA rules, policies, schedule, student handbooks
- Curriculum documents and outcomes
- Expectations of students and teachers
- Progress and pacing through the year
- Personal goals while at KVA

**Resources**

- Types of resources at KVA
- Hierarchy of resources
- Teachers as resources, and effective use of time with teachers

**Learning**

- Self-Direction
- Student vs. Teacher-centered learning
- Motivation
- Strategies for learning
- Mastery of outcomes

**Assessment**

- Assessment styles at KVA
- High stakes vs. high anxiety assessment
- Choosing the best assessment for you now and for your future

- Assessing students' mastery of outcomes
- Success

## **CODES OF BEHAVIOR**

Codes of Behavior are developed jointly with the staff.

### **DECORUM**

Webster's Third International Dictionary defines decorum as, "propriety and good taste, especially in conduct, manners, or appearance: correctness." We practice decorum not only to express our own sense of personal dignity, but also to offer generosity towards others' feelings and sense of propriety. Accordingly, we practice decorum in our mental attitudes, our speech, and our bodily actions.

#### **Decorum of Body**

The area of appropriate dress is extremely important. It is the first visible indication of our awareness and pride. It colours the environment with precision and upliftedness, or sloppiness and casualness. Our appearance reflects our state of mind. The clothing we wear, and how we are groomed, affects the attitude of those who approach and interact with us. KVA has a business casual dress code for staff.

#### **Decorum of Speech**

Mindfulness of speech - how we speak and the content of expression reveals our sensitivity to ourselves and others. Being precise in the words we use demonstrates our awareness and concern for proper communication. Speaking slowly, enunciating properly and allowing for space to enter into our conversation allows for gentleness and heartfelt exchanges. It gives people time to hear what is being said, and for thoughtful responses. It provides the ground for genuineness to take place.

Swearing and foul language offends others and degrades oneself. It is inappropriate.

Rudeness and hurtful comments about others violate our rights.

Gossip about others undermines the sense of school and community, and is destructive of peaceful cooperation.

#### **Decorum of Mind**

The quality of our being is reflected in how we are. The mind directs all activities and indicates how we respond to ourselves and our environment. It is the foremost indicator of our awareness and training. Everything is an outcome of mind.

The attitude we display in all aspects of our living colours our world. How we appear visually and move through space, what we say and how we communicate, as well as the attitude and texture of our presence in situations, affects others.

KVA is unique in that special attention is paid to student Decorum. It is expected that global leaders would be able to live their lives in an elegant and dignified manner with an appreciation for the aesthetic. Students are exposed to enrichment workshops such as flower arranging, feng shui, meditation, calligraphy, manners, etiquette, etc. Learning these paradigms of proper behavior facilitates the students' success in the global society. It is expected that the staff will model these behaviours at all times.

### **Deficiencies in Decorum**

Deficiencies in the various areas of Decorum should be addressed immediately. These include, but are not limited to, the following:

#### **Decorum of Body**

A lack of mindfulness in the following areas:

- Uniform

- Desk/Work Station

- Personal environment cleanliness, for example lunchroom etiquette

- Punctuality for school and appointments

- Being prepared for activities with required school supplies

#### **Decorum of Speech**

- Foul language

- Gossip, rudeness, hurtful comments

- Politeness

- Disruptiveness of the environment

#### **Decorum of Mind**

- Attitude of respect for ourselves and others

## **CALENDAR 2017-2018**

The most up-to-date Calendar can be found at the bottom the the following page on our website: <http://www.kingsviewacademy.com/index.php/parents>

## **SCHOOL POLICIES**

All King's View Academy students, by virtue of being students, are responsible to know all of the policies in this handbook and are subject to them.

## **TALKING CIRCLE**

The Talking Circle is a more direct medium for students and staff to exchange views and information. The Talking Circle is based on the Native American tradition. Students meet in a full school circle. Through the passing of a sacred object, each member of the school, students and staff alike, have the opportunity to express any thoughts or feelings.

The following rules apply to Talking Circle decorum:

- When you have the object you may speak as long as you wish. You always speak the truth.
- When you do not have the object you may not speak or make comments or sounds.
- You should pay attention and listen to the individual who has the object, and who is speaking from their heart.
- When the Talking Circle is over, you may not chastise someone for something they said in the Circle. This is a sacred space and here it is safe for anyone to say whatever they feel or think even if they have an unpopular idea.

## **COMMUNITY ENRICHMENT PROGRAM**

The school provides support for parents and community to have the opportunity to request activities of interest such as classes, workshops, speakers, group sessions, etc. on an on-going basis throughout the school term.

## **SCHEDULE**

As there are no formal classes at KVA, and teacher-student meetings are scheduled (either by teachers or students) on an as-needed basis, there is no rigid daily schedule. However, the day is divided up into 15 minute intervals for the purpose of sharing the

time students and teachers spend with each other. Starting at 9am and continuing until 3pm, with a 30 minute break for lunch at 12 noon, students and teachers can schedule meetings with each other on the Schedule Board. Each student is entitled to 15 minutes one-on-one with each teacher at the school each day.

Extra-academic programming occurs during afternoons at KVA according to the following:

Music: Monday and Wednesday 1:00 pm to 3:00 pm.

Yoga: Tuesday and Friday 12:30 pm to 1:15 pm and 1:15 pm to 2:00pm.

Art: Tuesday and Friday 1:00pm to 3:00 pm.

Drama: Thursday 1:00 pm to 3:00 pm.

Dismissal is at 3:00 pm.

### **Lunch**

No activities are scheduled from 12:00 – 12:30 pm. Cafeteria services are not provided. However, a microwave, refrigerator, and toaster oven are available. A healthy lunch and a snack should be provided each day. Students should also have their own water. Senior high school students (16 years and older) may go off-campus to the many dining establishments available in Downtown Halifax within walking distance. A teacher or administrator should be informed if a student is leaving campus and when they plan to return. Younger students are not permitted to leave campus without written parental permission.

All students must ensure that after eating their workstations and any common areas are cleaned up. On a weekly basis, students will be expected to clean the school environment, and take-out garbage, according to a rotating schedule.

### **STUDENT ATTENDANCE PROCEDURES**

Attendance is taken first thing each morning and parents are notified by their preferred method of contact (email, text message, phone call) by 9:15 if a student is absent, and KVA has not been notified. It is the student's responsibility to let the school know when they arrive on campus if they are not present for morning Assembly.

If the parent/guardian is aware of an absence ahead of time (illness, appointments, vacations, etc.) the school should be notified as soon as possible via email, phone call, or text message.

### **Emergency School Closures**

Generally, if HRSB schools in Peninsular Halifax are closed, KVA is closed. The HRSB notification to that effect should suffice for parents. If KVA is closed, and HRSB schools are open, notification will be sent out via a parent/guardian and student email.

**HRSB Contact info:**

Web: [www.hrsb.ns.ca](http://www.hrsb.ns.ca)

Twitter: @hrsb\_official

Tel: 902-464-4636.

If KVA is to be closed, given the self-directed learning model of KVA, it is expected that students will still work on their assignments and projects. Of course, it is ultimately the parent's discretion if it is safe to come to school – some of our families live quite a bit outside of the city. No student is penalized academically or otherwise if a parent/guardian deems it unsafe to commute to KVA, even if it is open. We ask that if at all possible, parents/guardians notify the school of their decision.

**Excused Student Absences**

Due to the nature of KVA's Educational Model, although attendance is highly encouraged, students are able to work from home and keep in contact with their teachers for many of the assigned projects and activities. Student attendance is required for many group activities, some testing and assessments, as directed by various teachers, and other activities, but as long as communication with the teacher is maintained and a student continues to work on their outcomes for the course, their absences will be excused, provided the work gets done.

**VIOLATION OF KVA POLICIES**

Flagrant violation of the policies of KVA may result in an out-of-school suspension with a duration to be determined at a meeting of the Principal or Vice-Principal with the parents or guardians and the student.

**ASSESSMENTS/REPORT CARDS**

Students will be issued reports on an as needed basis, in addition to four planned reporting periods during the school year (“terms”). The school year, for simplicity's sake, is divided into four terms, roughly corresponding to the terms of public school in Nova Scotia. Please see calendar attached for details. Following each report issuing of report cards, except the year end, there will be a scheduled Parent/Teacher interview day to provide parents/guardians an opportunity to meet with teachers, however, teachers are reachable at any point in the year by email, and the Administration should be able to

provide a snapshot of student progress at any point in time. The reports will include two marks: one for completion of outcomes from an overall list, and the other for what level of mastery the student has accomplished.

## **STUDENT RIGHTS AND PRIVILEGES**

The following rights and privileges are dependent on appropriate actions:

### **Leaving campus privileges:**

Grades 10-12 (students 16 years of age and up) are allowed to leave campus after notifying a teacher or administrator.

Grades 7-9 (students younger than 16) are only allowed to leave campus with written parental consent.

### **Computer use:**

Files or programs may not be downloaded without permission. Instant messaging services are not to be used. Sites that have offensive or inappropriate content should not be deliberately accessed. If in doubt refer to staff. Misuse of computers leads to suspension of computer use.

**KVA COMPUTERS ARE ONLY TO BE USED FOR ACADEMIC PURPOSES. THEY ARE NOT TO BE USED FOR PERSONAL USE AT ANY TIME, I.E. LUNCH, BREAK, BEFORE AND AFTER SCHOOL.** Students and/or guardians will be required to sign an Acceptable Use Policy document which will be kept on file at KVA.

Violations will result in suspended computer use for a day. Longer suspensions of privileges may be deemed necessary by an Administrator. Suspended computer use does not constitute a legitimate excuse for late assignments.

### **Personal Electronic Devices Use:**

Cell phones, tablets, computers, and any instant text messaging devices are permitted only for educational use during school hours. Private use is allowed at lunch. Cell phones may be used for emergency contact purposes if absolutely necessary.

### **Cars:**

Although students may bring their cars to school, parking is their own responsibility. They may not use their cars for mandatory school activities to transport other students, except with permission of both students' parents/guardians, and KVA staff.

### **Digital Media:**

All students and parents/guardians are required to fill out the Digital Media rights form at the start of the school year. From time to time, KVA may need to use photos or video of students and their work in promotional and other materials and on the Internet. It is imperative that all students have a completed Digital Media rights form prior to

beginning school.

## **STUDENT DISCIPLINE PROCEDURE**

Any serious violation of KVA Policy or disruption of the learning environment shall be dealt with through a meeting between a KVA Administrator, the student or students' concerned, and the teacher. Parents/guardians shall be contacted if deemed necessary. Each case shall be examined individually, and if necessary, a discussion with the student body may be held (see Talking Circle, above).

Any illegal action necessitates involvement of the proper authorities.

## **SEARCHES OF STUDENT PROPERTY**

The school has a zero tolerance for either theft or the use or possession of drugs and alcohol. As a consequence, student totes, bags, and backpacks may be searched at the discretion of an Administrator. Such searches shall be conducted, whenever possible, in the presence of the student, at which time they may be asked to reveal the contents of articles or clothing on their person, including pockets, and may be asked to reveal the contents of other personal property. If necessary, parents/guardians, or appropriate authorities will be involved.

## **VISITORS**

All visitors to KVA must report to the office for specific permission to be on campus, and receive a visitor's pass.

## **MANDATORY COURSES**

Courses or workshops deemed by KVA as mandatory must be attended by all KVA students. Exceptions will only be granted in extraordinary circumstances.

## **CLASS WITHDRAWALS**

Due to the nature of KVA's instructional model, a student can choose how many courses they are enrolled in. At any time the student may choose to drop a course if they are finding it too difficult to keep up with all their work, but, if it is a mandatory course for graduation requirements, it will have to be picked up at a later date. Although there is no maximum or minimum number of courses in which a student may enroll, a teacher may recommend a different number of courses to the student (smaller or greater).

Withdrawals should only be made in consultation with the teacher, administrator, and parent or guardian.

## **TEXTBOOKS/SCHOOL MATERIALS**

Students are held responsible for lost, stolen or damaged textbooks (replacement value), and school supplies. Teachers are responsible for issuing and collecting textbooks at final exams. Students who do not return books are reported to the administrative assistant for collection of fees.

## **STUDENT SCHOOL SUPPLIES**

The main supplies needed by students at KVA are paper and writing utensils. KVA stocks extra paper and writing utensils but we encourage students to come to KVA prepared with their own.

## **COMMUNICATION**

A newsletter and calendar are emailed home monthly. Other announcements, school updates and reports of achievement are emailed when required. Teachers should email parents with updates to keep them informed of progress (positive as well as negative) and to request support when needed.

## **FIRE DRILLS**

At least once a year students will be given a fire drill. The Fire Exits and other emergency procedures will be outlined by administration on the first day of school for students, posted in various rooms, and students will be reminded of these as needed.

## **GENERAL FIRST AID POLICIES**

It is important for KVA to be informed of all student health problems. If the student has specific concerns or questions please let us know in writing so they are not overlooked. Parents are notified of all injuries requiring standard first aid. If it is a serious injury or there is doubt as to the severity of the injury, the student is taken to the emergency room or 911 is called.

## **LOST AND FOUND**

Lost and Found Box is emptied at the end of each term.

## **STUDENT UNIFORM POLICY**

Uniforms are to be worn throughout the school day – this includes lunches and breaks, even if the student is going off campus. Students should plan on arriving early enough in

the morning to allow time to put on their uniforms prior to morning assembly, or they should put on their uniforms before leaving home. The only exceptions to this policy are for Drama, Dance, Art, Yoga, and Physical Education classes. Appropriate attire for those programs must be worn as determined by the teacher.

It is also important for shirt tails to be tucked in and ties appropriately tied. Sneakers are not to be worn in place of black shoes. If a student is not properly attired in their uniform, a call will be placed to the parents informing them. With parent consent the student may be excused to leave campus until properly attired.

**Required items for young men:**

Navy blue blazers\*  
School tie (from KVA)  
Long or short sleeve white shirt \*  
Grey pants\*  
Black belt  
Navy blue or black dress socks  
Black shoes (solid black, black laces, no logos)

**Required items for young ladies:**

Navy blue blazers\*  
School tie or scarf (from KVA)  
Grey kilt skirt or pants\*  
Long or short sleeve white shirt \*  
Navy blue knee socks, tights or leotards or panty hose (navy blue or black colour)  
Black shoes (solid black, black laces, no logos, no heels)

**Optional Item:**

V-neck pullover sweater \* (only uniform sweaters are to be worn in school)

**Further Uniform Guidelines:**

Hats are not worn in school  
Ties must be properly tied.  
Shirts are tucked in and buttoned properly. (Girls and Boys)  
Shirts worn under the uniform must be solid white with no logos or designs.  
During warm weather blazers may be removed.

**ASSESSMENTS/REPORT CARDS**

Students will be issued reports on an as needed basis, in addition to four planned reporting periods during the school year (“terms”). The school year, for simplicity's sake, is divided into four terms, roughly corresponding to the terms of public school in

Nova Scotia. Please see calendar attached for details. Following each report issuing of report cards, except the year end, there will be a scheduled Parent/Teacher Conference (PTC) day to provide parents/guardians an opportunity to meet with teachers, however, teachers are reachable at any point in the year by email, and the Administration should be able to provide a snapshot of student progress at any point in time. The reports will include two marks: one for completion of outcomes from an overall list, and the other for what level of mastery the student has accomplished.

The PTC is an opportunity for all parties to discuss the student's work and goals together, plotting the course for the next term.

It is KVA policy that no student or parent should be surprised by an unsatisfactory report. Students and parents are notified of any problem areas while there is ample opportunity to correct the situation.

### **Grading Policy/Portfolios**

Teachers discuss in detail, and provide specific handouts regarding assessment procedures and evaluation measures during the orientation process in September and throughout the year.