

Kingsway Kindergarten and Preparatory School

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Student Handbook

Motto:

Via Regis Optima Est.

“The King’s Way is Best!”



Kingsway School Song

O Kingsway, dear Kingsway, for thee
we pray

That God shall help us build in thee

A pathway to glory a shining way

Where truth itself shall make us free

A highway, O Kingsway our path shall
be

The choice of heroes brave and strong

And heroes triumphant shall sing to
thee

Our love and praise in victors' song

O Kingsway, dear Kingsway for thee
we pray

That God shall help us build in thee

The culture of heaven on earth to day

And lives for all eternity.



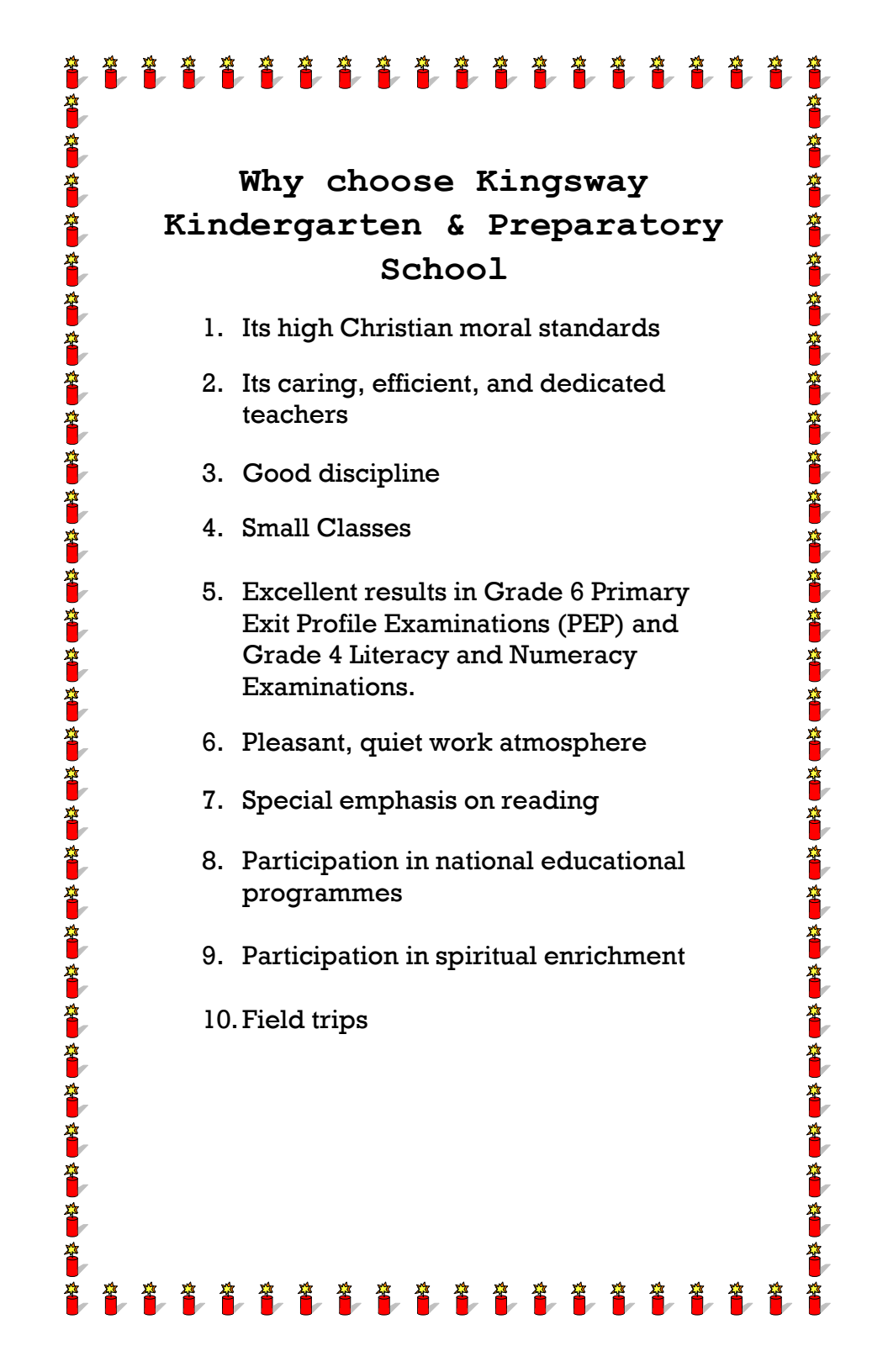
Mission Statement

Established on the belief that each child is educable and can develop to his or her potential, Kingsway Kindergarten & Preparatory School will provide the opportunity for every child to develop spiritually, intellectually and physically through the process of a Christ-centered education.

Vision Statement

Our school will function as a thriving community of learners empowered by God.

Kingsway Kindergarten & Preparatory School is a privately owned and operated Seventh-day Adventist institution. It is duly registered and approved by the Ministry of education and is a member of the Independent Schools Association. It is also an authorized examination centre. It is accredited by the Inter-American Division of Seventh-day Adventist Department of Education.



Why choose Kingsway Kindergarten & Preparatory School

1. Its high Christian moral standards
2. Its caring, efficient, and dedicated teachers
3. Good discipline
4. Small Classes
5. Excellent results in Grade 6 Primary Exit Profile Examinations (PEP) and Grade 4 Literacy and Numeracy Examinations.
6. Pleasant, quiet work atmosphere
7. Special emphasis on reading
8. Participation in national educational programmes
9. Participation in spiritual enrichment
10. Field trips



Curriculum Offerings

The curriculum offered from Kindergarten to Grade 3 is an integrated approach. That is, subjects are not taught separately except Mathematics/Numeracy and Language Arts/Literacy.

Grades 4 – 6 offer separate subjects which include the following:

1. Bible
2. Language Arts
3. Science
4. Social Studies
5. Mathematics
6. Music
7. Physical Education
8. Computer Science
9. Visual Arts
10. Drama
11. Spanish

Assignments

Parents are expected to ensure that all homework and assignments are properly done and handed in on the due date.

Evaluation

Monthly tests/quizzes. End of term exams are given at the end of the Christmas and summer terms. Reports are issued to parents from the Office.

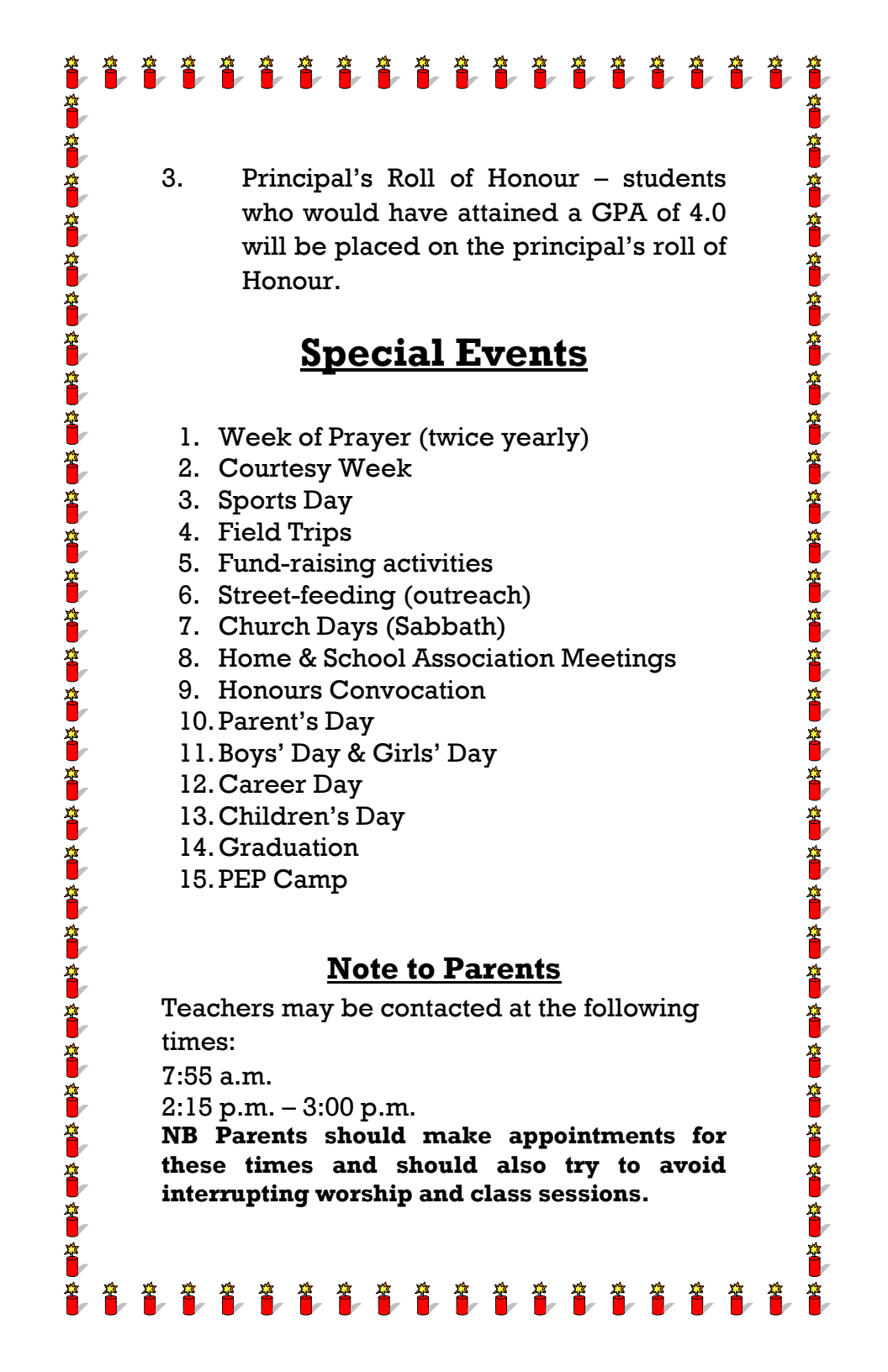


Honours Convocation

An annual service is held within the first term of each school year to award and recognize students who have attained an average of 80-100% during the three terms of the previous school year.

There are three categories:

1. Honourable Mention. 80- 89%
2. Honour Roll. 90 - 100%

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3. Principal's Roll of Honour – students who would have attained a GPA of 4.0 will be placed on the principal's roll of Honour.

Special Events

1. Week of Prayer (twice yearly)
2. Courtesy Week
3. Sports Day
4. Field Trips
5. Fund-raising activities
6. Street-feeding (outreach)
7. Church Days (Sabbath)
8. Home & School Association Meetings
9. Honours Convocation
10. Parent's Day
11. Boys' Day & Girls' Day
12. Career Day
13. Children's Day
14. Graduation
15. PEP Camp

Note to Parents

Teachers may be contacted at the following times:

7:55 a.m.

2:15 p.m. – 3:00 p.m.

NB Parents should make appointments for these times and should also try to avoid interrupting worship and class sessions.



Club Activities

It is expected that every student will take part in co-curricular activities scheduled for Friday Mornings.

Kinder 1 to Grade 6 - Fridays 8:00 - 9:00 a.m.

Co-curricular Activities

1. Swimming
2. Music
3. Sign Language
4. TVJ Junior Schools' Challenge Quiz
5. Reading Club
6. Adventist Youth Meeting
7. Choir
8. Field Trips
9. Arranged Remedial Reading
10. House Activities
11. Karate
12. Chess
13. **Other Clubs & Societies**
 - a. Home Economics
 - b. Pathfinder
 - c. Environmental
 - d. Spelling
 - e. Home Economics
 - f. Spelling
 - g. Art & Craft
 - h. Bible
 - i. Busy Bee (Pre & Kinder)
 - j. Health & Temperance



School Hours

Grades 1-3. 8:00 a.m. -2: 15 p.m.

Grades 4-6. 8 a.m. - 2:30 p.m.

Break Time

10:00 a.m. - 10:10 a.m.

Lunch Time

12 noon - 1 p.m.

After Care

Pre-School (Monday – Thursday) 2pm – 6pm

Kinder to Grade 6 (Monday – Thursday) 3pm –

6pm

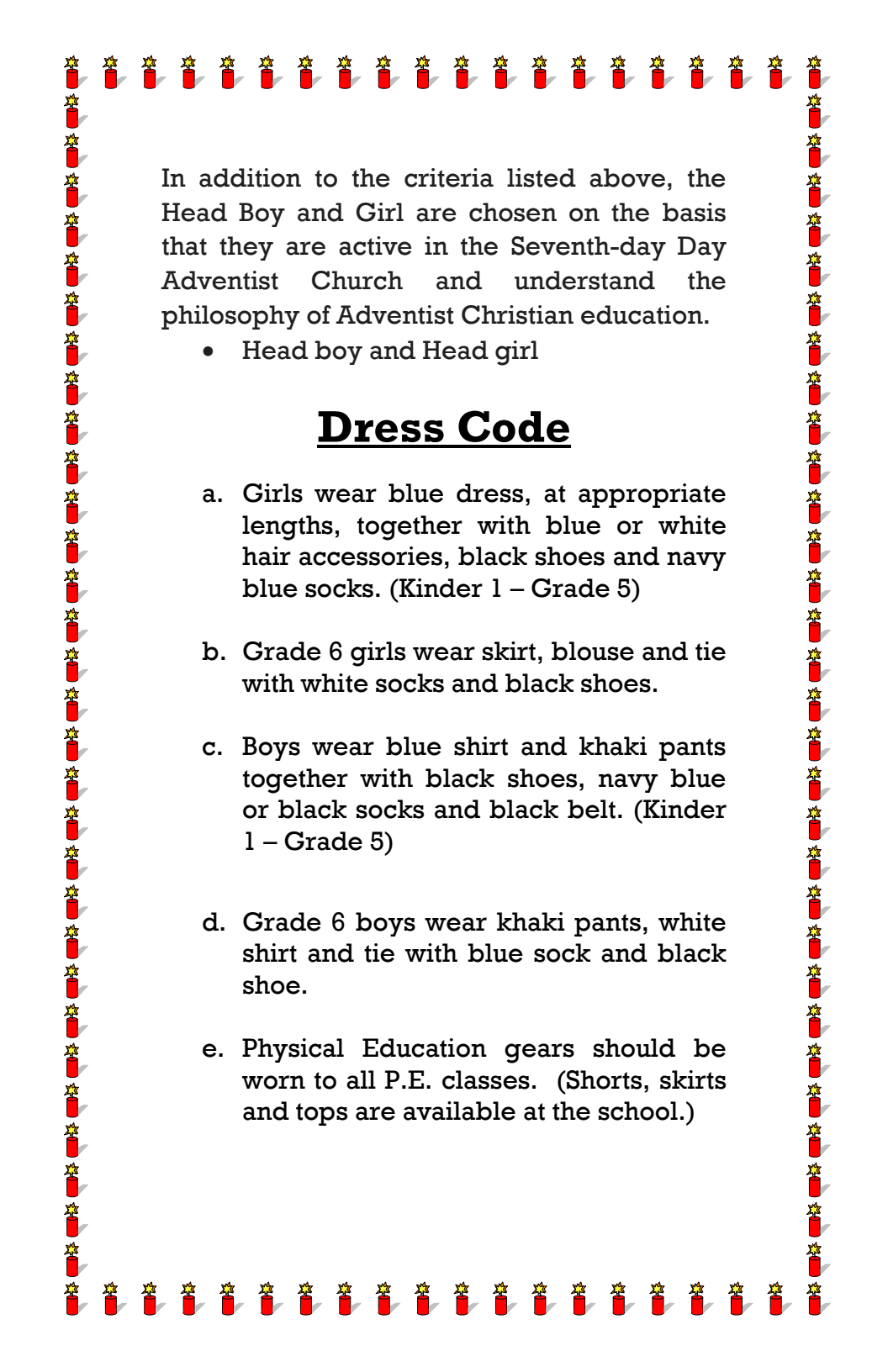
Pre-School - Grade 6 (Friday) 2pm – 4:30pm

Students' Leaders

Students between Grades 4 - 6 are chosen to be student leaders. Sub prefects are chosen at Grades 4 and 5 and prefects at Grade 6.

These leaders are chosen based on the following criteria:

- maintain good academic performance
- display outstanding deportment at all times
- practice Christian principles
- should be registered at the institution for at least(3) three years *

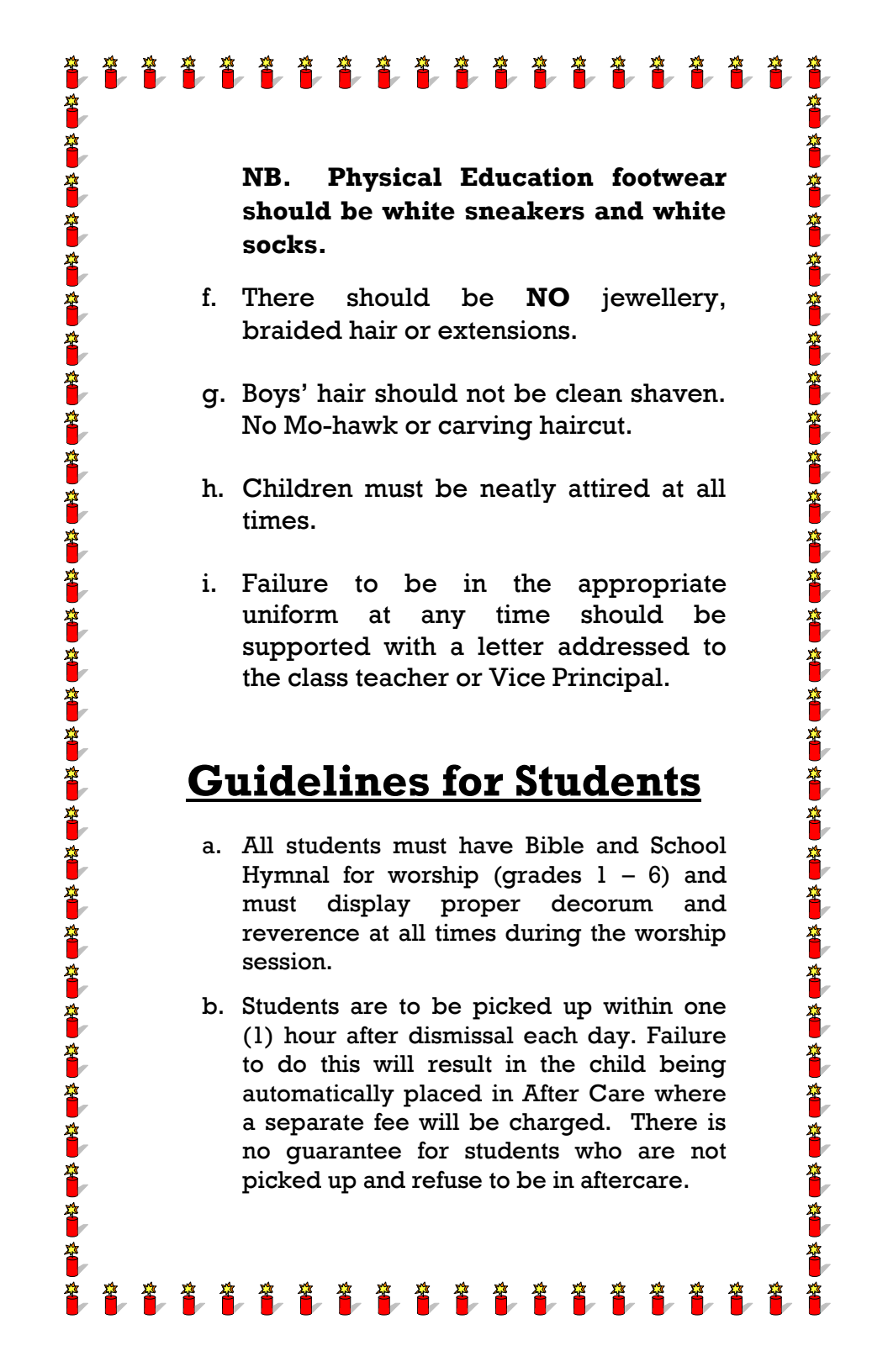


In addition to the criteria listed above, the Head Boy and Girl are chosen on the basis that they are active in the Seventh-day Day Adventist Church and understand the philosophy of Adventist Christian education.

- Head boy and Head girl

Dress Code

- a. Girls wear blue dress, at appropriate lengths, together with blue or white hair accessories, black shoes and navy blue socks. (Kinder 1 – Grade 5)
- b. Grade 6 girls wear skirt, blouse and tie with white socks and black shoes.
- c. Boys wear blue shirt and khaki pants together with black shoes, navy blue or black socks and black belt. (Kinder 1 – Grade 5)
- d. Grade 6 boys wear khaki pants, white shirt and tie with blue sock and black shoe.
- e. Physical Education gears should be worn to all P.E. classes. (Shorts, skirts and tops are available at the school.)

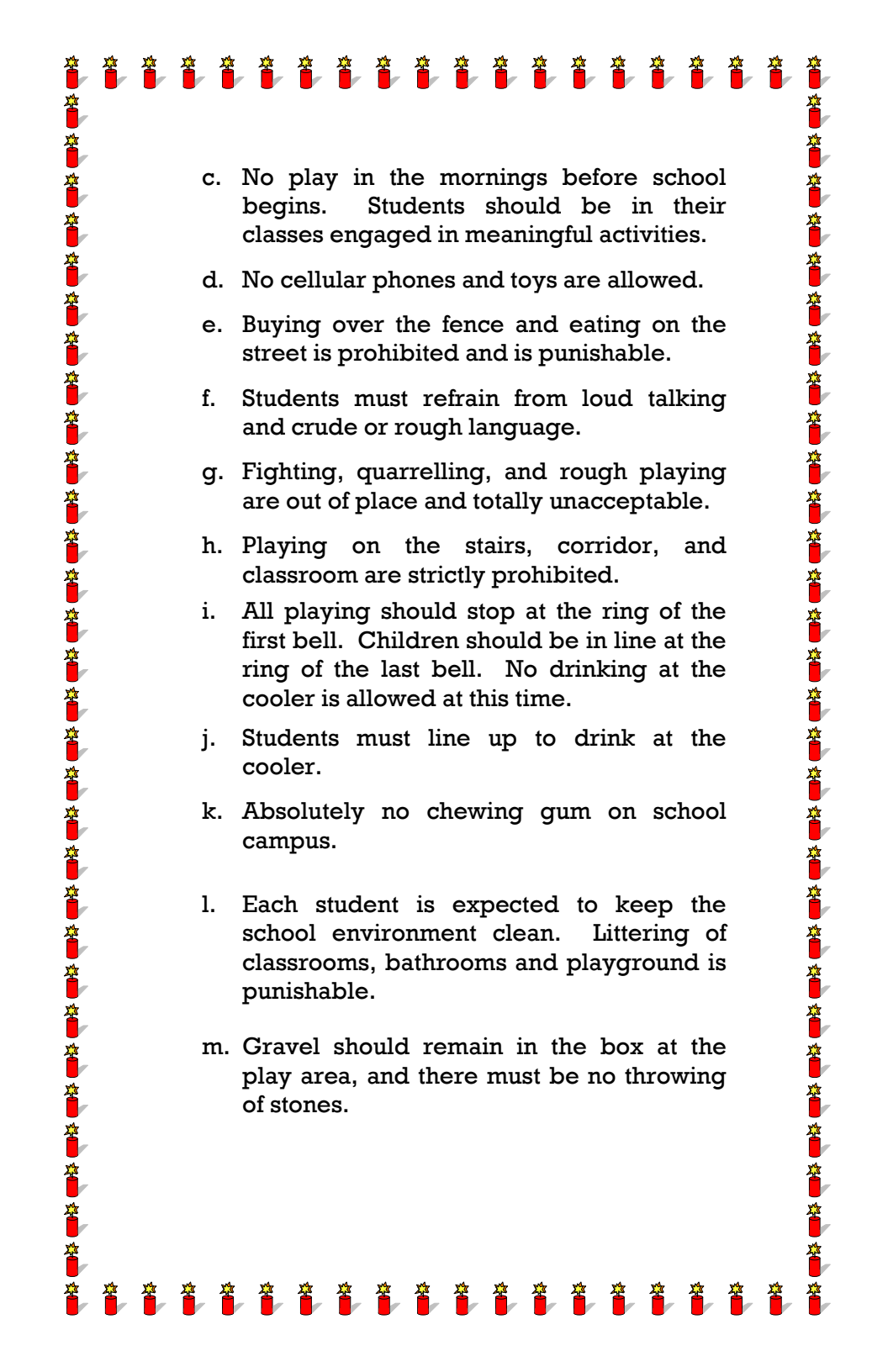


NB. Physical Education footwear should be white sneakers and white socks.

- f. There should be **NO** jewellery, braided hair or extensions.
- g. Boys' hair should not be clean shaven. No Mo-hawk or carving haircut.
- h. Children must be neatly attired at all times.
- i. Failure to be in the appropriate uniform at any time should be supported with a letter addressed to the class teacher or Vice Principal.

Guidelines for Students

- a. All students must have Bible and School Hymnal for worship (grades 1 – 6) and must display proper decorum and reverence at all times during the worship session.
- b. Students are to be picked up within one (1) hour after dismissal each day. Failure to do this will result in the child being automatically placed in After Care where a separate fee will be charged. There is no guarantee for students who are not picked up and refuse to be in aftercare.

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- c. No play in the mornings before school begins. Students should be in their classes engaged in meaningful activities.
 - d. No cellular phones and toys are allowed.
 - e. Buying over the fence and eating on the street is prohibited and is punishable.
 - f. Students must refrain from loud talking and crude or rough language.
 - g. Fighting, quarrelling, and rough playing are out of place and totally unacceptable.
 - h. Playing on the stairs, corridor, and classroom are strictly prohibited.
 - i. All playing should stop at the ring of the first bell. Children should be in line at the ring of the last bell. No drinking at the cooler is allowed at this time.
 - j. Students must line up to drink at the cooler.
 - k. Absolutely no chewing gum on school campus.
 - l. Each student is expected to keep the school environment clean. Littering of classrooms, bathrooms and playground is punishable.
 - m. Gravel should remain in the box at the play area, and there must be no throwing of stones.

Penalties

- a. Detention one (1) hour with positive task(s).
- b. Remain in classroom during lunch hour and after school.
- c. Cleaning of the classrooms and premises.
- d. Engaging in research and other productive activities.

(NB – See Guidelines for students)



Absences

Parents are expected to send a letter to the class teacher when a student is absent.

In case of illness, the child should remain at home until he / she is well enough for school.





Absence:

From school

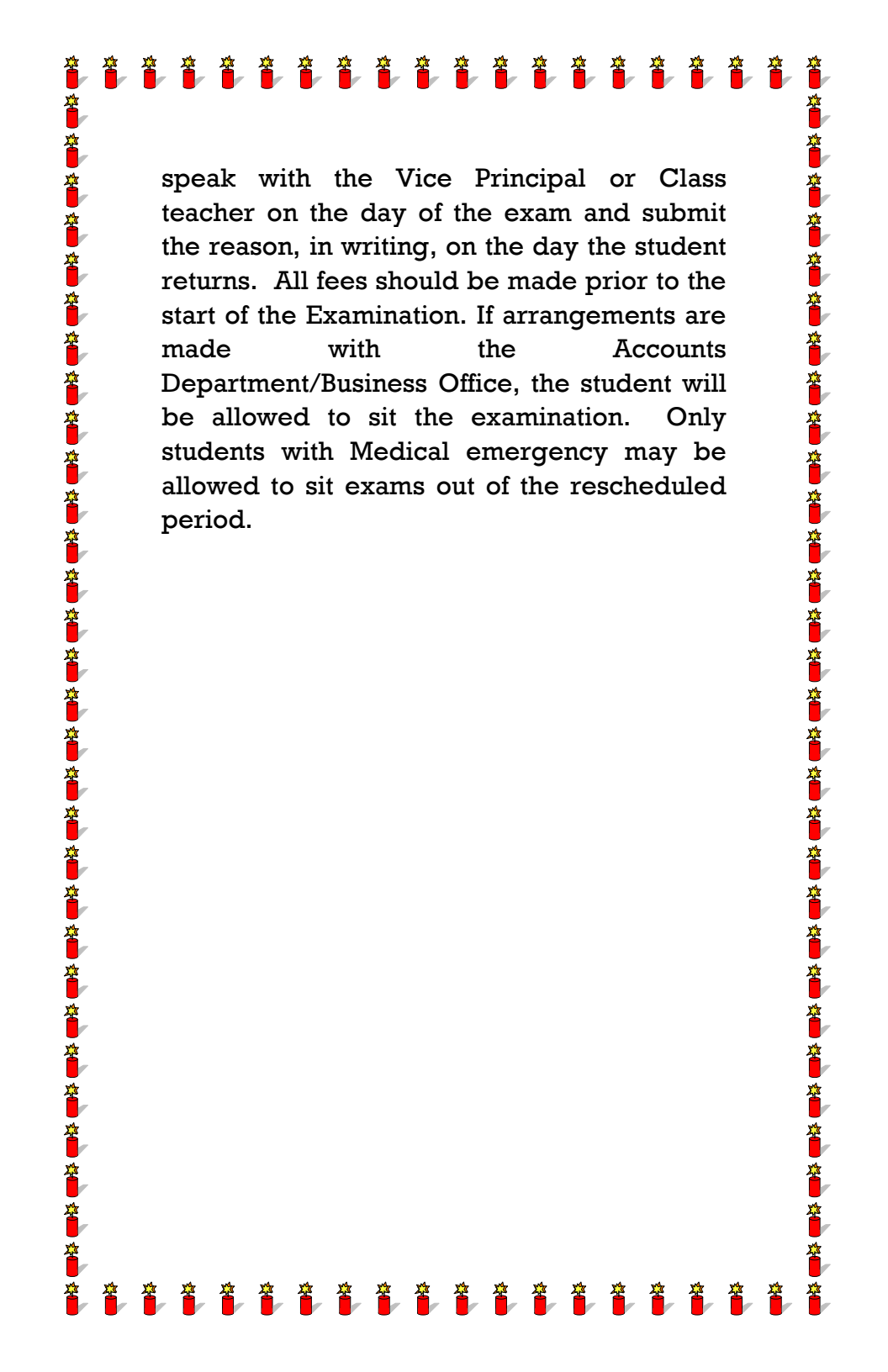
You must bring to school with you a written excuse signed by your parent or guardian. Students absent for more than 3 days must bring a doctor's certificate where applicable. Present the letter to your Class Teacher or Vice Principal in order to be readmitted to class. Any student who does not bring a letter of absence on his/her return will be sent to the Vice Principal's office until the letter is received.

From a test

If you missed a test because of absence from school, on the day that you return to school you must consult with the teacher who gave the test. Reasons for absence may be required by the subject teacher.

From an exam

You must be present for all examinations during the exam period at the end of the term or school year. If, for a grave reason, a student misses an examination, the parent/guardian must visit the school and



Speak with the Vice Principal or Class teacher on the day of the exam and submit the reason, in writing, on the day the student returns. All fees should be made prior to the start of the Examination. If arrangements are made with the Accounts Department/Business Office, the student will be allowed to sit the examination. Only students with Medical emergency may be allowed to sit exams out of the rescheduled period.



Fees

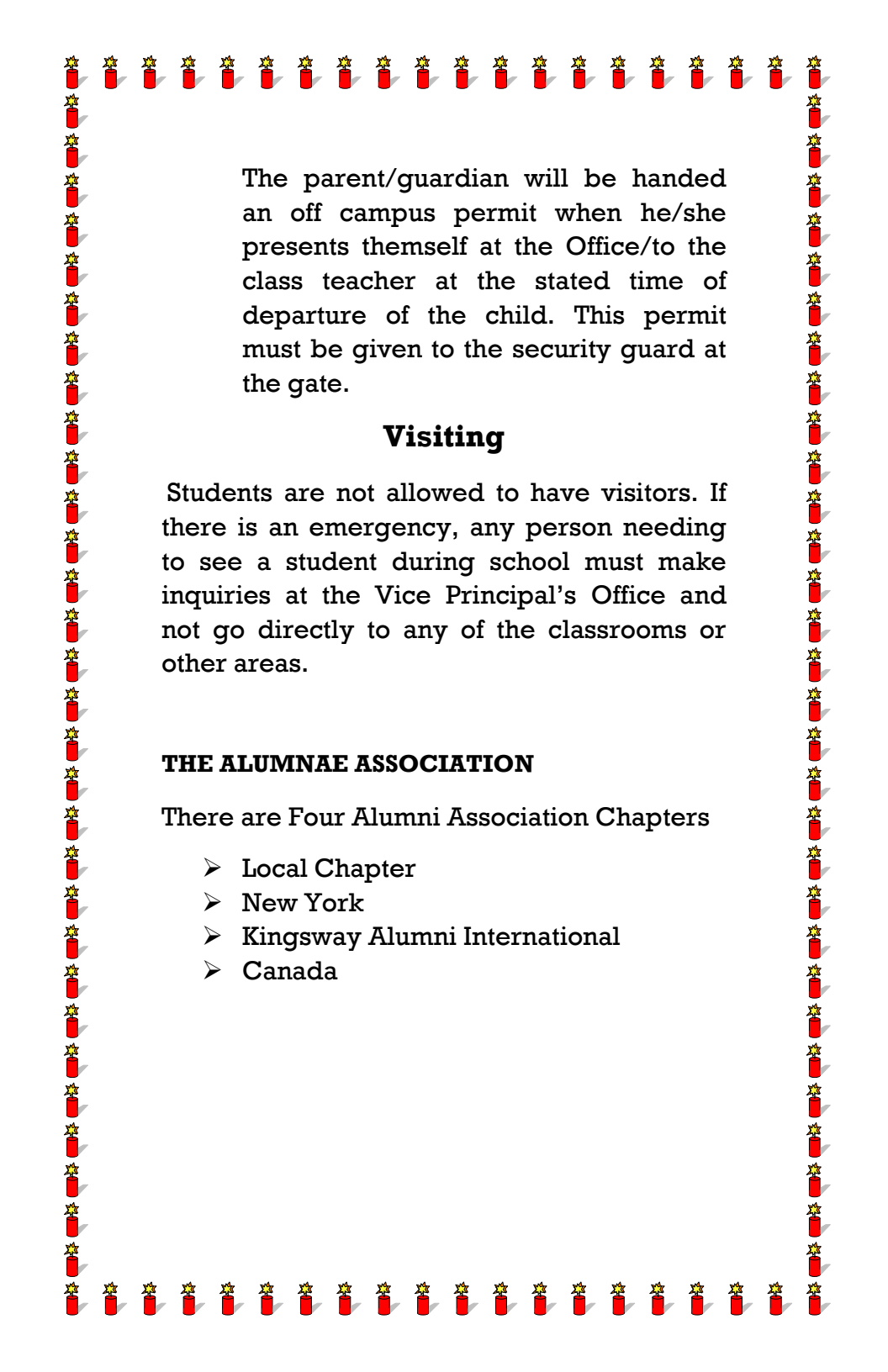
1. School fees must be paid at CIBC using a voucher OR at the business office with debit or credit card.
2. Students will not be allowed in class or sit exams if fees are not paid.
3. Swimming fees must be paid at the Business Office before the child attends swimming class.
4. Chess and Karate fees must be paid before child attends class.
5. No lunch credit will be given – lunch money is payable in advance
6. **(NB) Students/Parents will be issued with a class permit once fees are paid.**

Leaving School before the end of the day:-

A letter from parent/guardian addressed to the Vice Principal must be brought to the office before 7:45 a.m.

The letter must indicate:

- The reason for the request (medical appointment, visa interview, etc.)
- The desired time of leaving and
- How the student will be transported.



The parent/guardian will be handed an off campus permit when he/she presents themselves at the Office/to the class teacher at the stated time of departure of the child. This permit must be given to the security guard at the gate.

Visiting

Students are not allowed to have visitors. If there is an emergency, any person needing to see a student during school must make inquiries at the Vice Principal's Office and not go directly to any of the classrooms or other areas.

THE ALUMNAE ASSOCIATION

There are Four Alumni Association Chapters

- Local Chapter
- New York
- Kingsway Alumni International
- Canada

THE GRADUATION CEREMONY



Graduation is the event at which the school gives it blessing to Grade Six students whose academic performance and conduct meet the school's standards. Participation in the ceremony is not automatic. The school reserves the right to hold, or not to hold a ceremony. It also reserves the right to invite students deemed to have attained certain standards, to attend the ceremony.

CAFETERIA RULES



The Cafeteria is operated by the school

1. Cash is used in the Cafeteria for the purchase of food.
2. Students must join a queue.
3. Students must never handle food before paying for it.
4. Pre K – Grade 3 students are assisted at the cafeteria by the class teacher/teacher assistant.

4. A student (upper school) may purchase lunch for one other person, but this must be arranged before joining the queue.

5. Students are expected at all times to observe good table manners.

6. Students are to clear up and leave the tables in a tidy condition.

7. Garbage must be disposed of in the designated receptacles. Clearly marked bins are provided for plastic containers.

9. A designated member of a group that has a Vice Principal's permission for a sale must take a signed form from the Vice Principal to the manager of the Cafeteria at least one day prior to the sale.

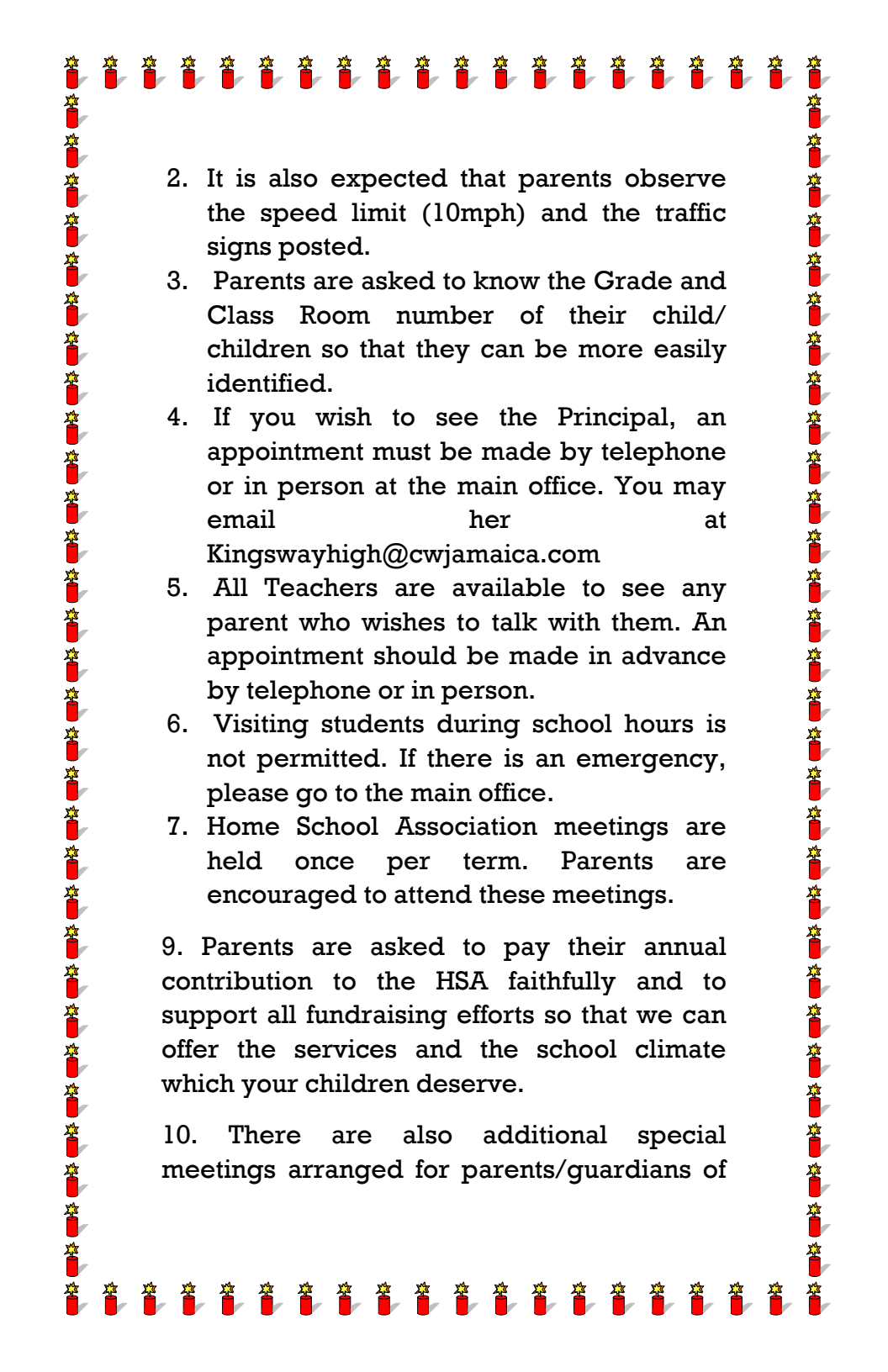
10. The Cafeteria opens at 7:00 am and closes at 3:00p.m.

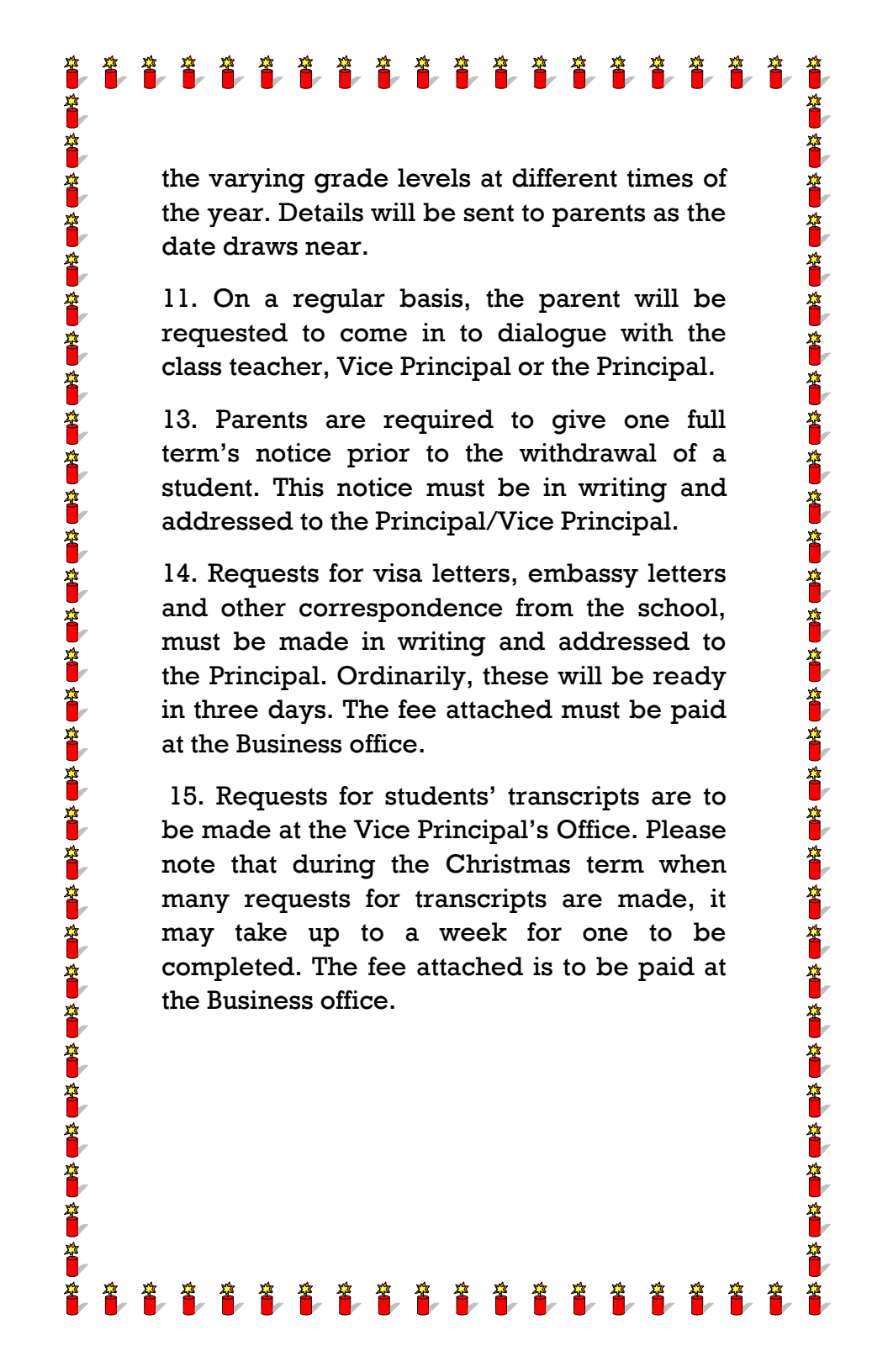
11. Students who are on the campus after 3:00 pm may purchase items at the After School Sales Tuck Shop.

Attention Parents



1. Parents who drive their children to school and pick them up after school are requested to enter the campus via the main entrance and either drop them off or wait for them in designated areas.

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2. It is also expected that parents observe the speed limit (10mph) and the traffic signs posted.
 3. Parents are asked to know the Grade and Class Room number of their child/ children so that they can be more easily identified.
 4. If you wish to see the Principal, an appointment must be made by telephone or in person at the main office. You may email _____ her _____ at Kingswayhigh@cwjamaica.com
 5. All Teachers are available to see any parent who wishes to talk with them. An appointment should be made in advance by telephone or in person.
 6. Visiting students during school hours is not permitted. If there is an emergency, please go to the main office.
 7. Home School Association meetings are held once per term. Parents are encouraged to attend these meetings.
 9. Parents are asked to pay their annual contribution to the HSA faithfully and to support all fundraising efforts so that we can offer the services and the school climate which your children deserve.
 10. There are also additional special meetings arranged for parents/guardians of



the varying grade levels at different times of the year. Details will be sent to parents as the date draws near.

11. On a regular basis, the parent will be requested to come in to dialogue with the class teacher, Vice Principal or the Principal.

13. Parents are required to give one full term's notice prior to the withdrawal of a student. This notice must be in writing and addressed to the Principal/Vice Principal.

14. Requests for visa letters, embassy letters and other correspondence from the school, must be made in writing and addressed to the Principal. Ordinarily, these will be ready in three days. The fee attached must be paid at the Business office.

15. Requests for students' transcripts are to be made at the Vice Principal's Office. Please note that during the Christmas term when many requests for transcripts are made, it may take up to a week for one to be completed. The fee attached is to be paid at the Business office.



Assignment Policy

Grade Hours for Homework/or study- Prep School

Grade 1:	1.5 to 2
Grade 2	2: 5 to 3
Grade 3	2: 5 to 3
Grade 4:	3 to 4
Grade 5:	3 to 4
Grade 6:	3 to 4

Late Work Policy:

Meeting deadlines is a skill that will help students in Prep/Primary school and beyond. We encourage students to turn in work by the assigned due date to receive full credit.

When that is not possible, late work will be accepted with the following conditions:

- Work turned in 1-3 hours after due time will reflect a 10 point loss of credit. (Please note this is at the teacher's discretion as the situation requires.

- **Late assignments and projects will have 10 points per day deducted up to five days late. EXAMPLE :**

- ✓ Work turned in 1 school day after the due date will reflect a 10 point loss of credit.
- ✓ Work turned in 2 school days late will reflect a 20 point loss of credit.

- **After five days, an assignment or project will not be accepted.**

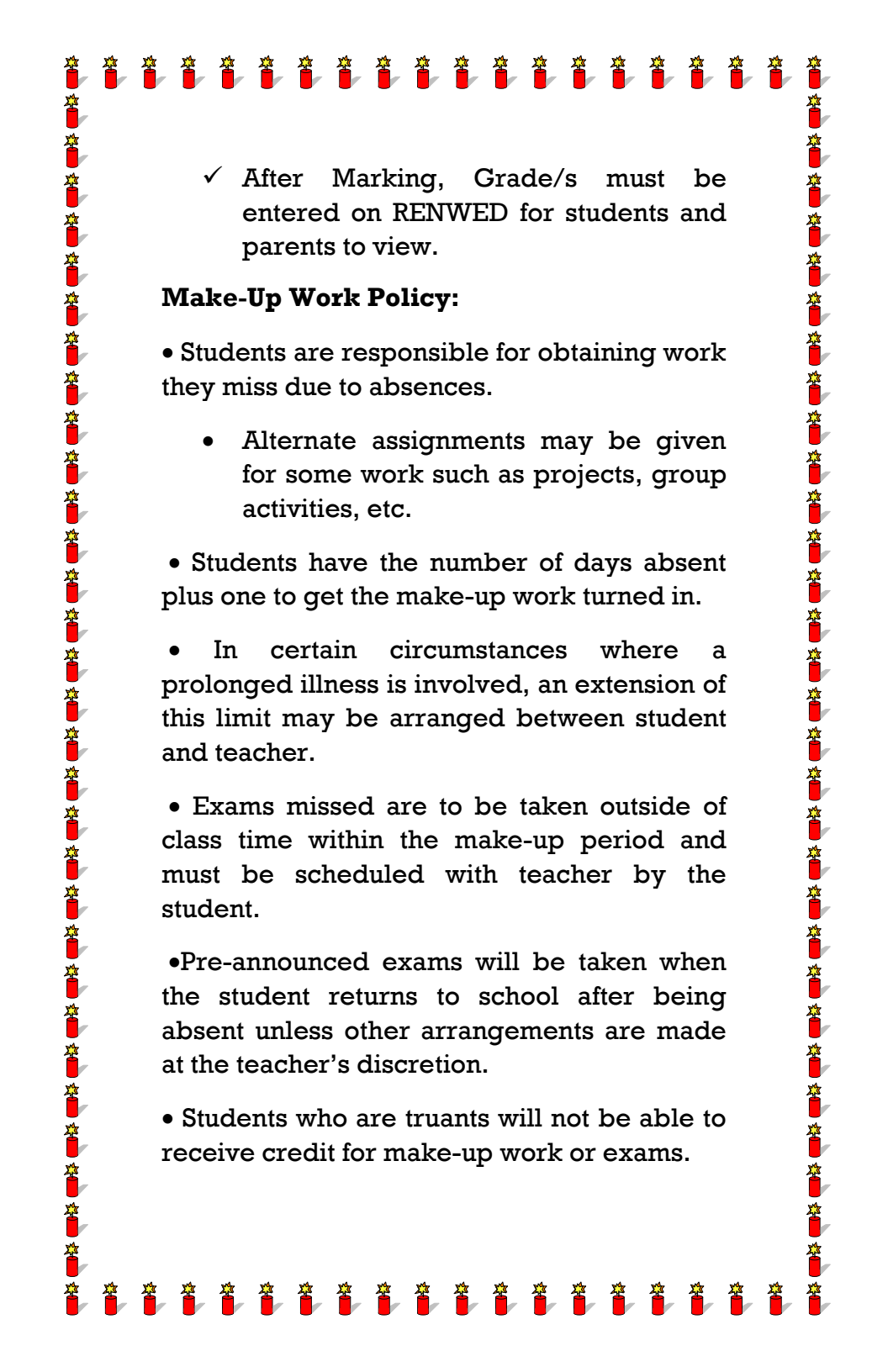
- Work graded in class will not be accepted late, as the answers were given to students.

- Long term or major assignments will not be accepted late due to the length of time students knew about the assignment.

Unexcused absences on days an assignment is due will cause the Late Policy Process to begin.

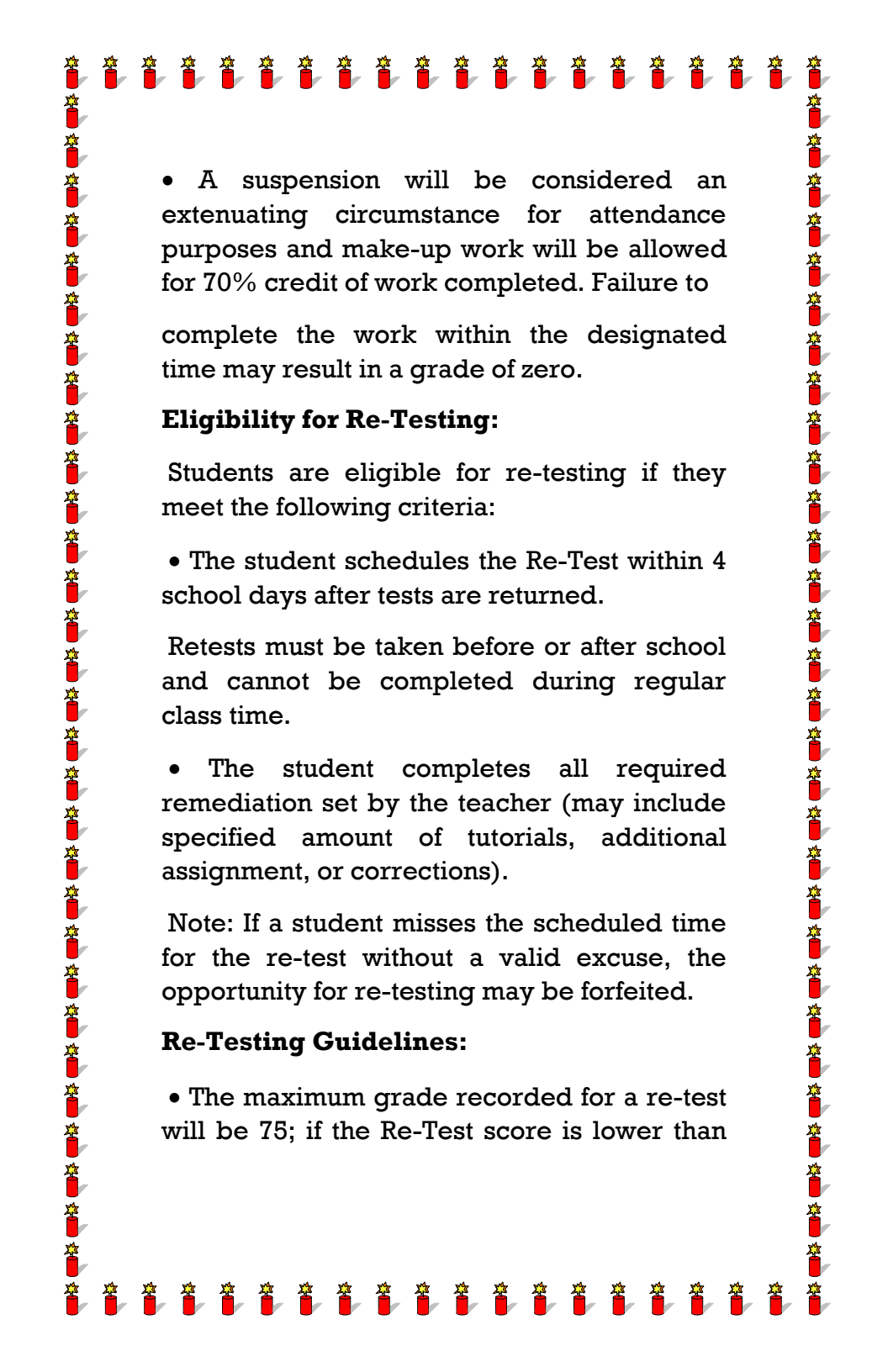
Teachers Role In assignment: The teachers are expected to do the following:

- ✓ Upload all assignment in Google Classroom.
- ✓ State submission date when assignments are given.
- ✓ To remind students of submission date **IN CLASS.**
- ✓ Provide Clarity if needed.

- 
- ✓ After Marking, Grade/s must be entered on RENWED for students and parents to view.

Make-Up Work Policy:

- Students are responsible for obtaining work they miss due to absences.
 - Alternate assignments may be given for some work such as projects, group activities, etc.
- Students have the number of days absent plus one to get the make-up work turned in.
- In certain circumstances where a prolonged illness is involved, an extension of this limit may be arranged between student and teacher.
- Exams missed are to be taken outside of class time within the make-up period and must be scheduled with teacher by the student.
- Pre-announced exams will be taken when the student returns to school after being absent unless other arrangements are made at the teacher's discretion.
- Students who are truants will not be able to receive credit for make-up work or exams.



• A suspension will be considered an extenuating circumstance for attendance purposes and make-up work will be allowed for 70% credit of work completed. Failure to complete the work within the designated time may result in a grade of zero.

Eligibility for Re-Testing:

Students are eligible for re-testing if they meet the following criteria:

- The student schedules the Re-Test within 4 school days after tests are returned.

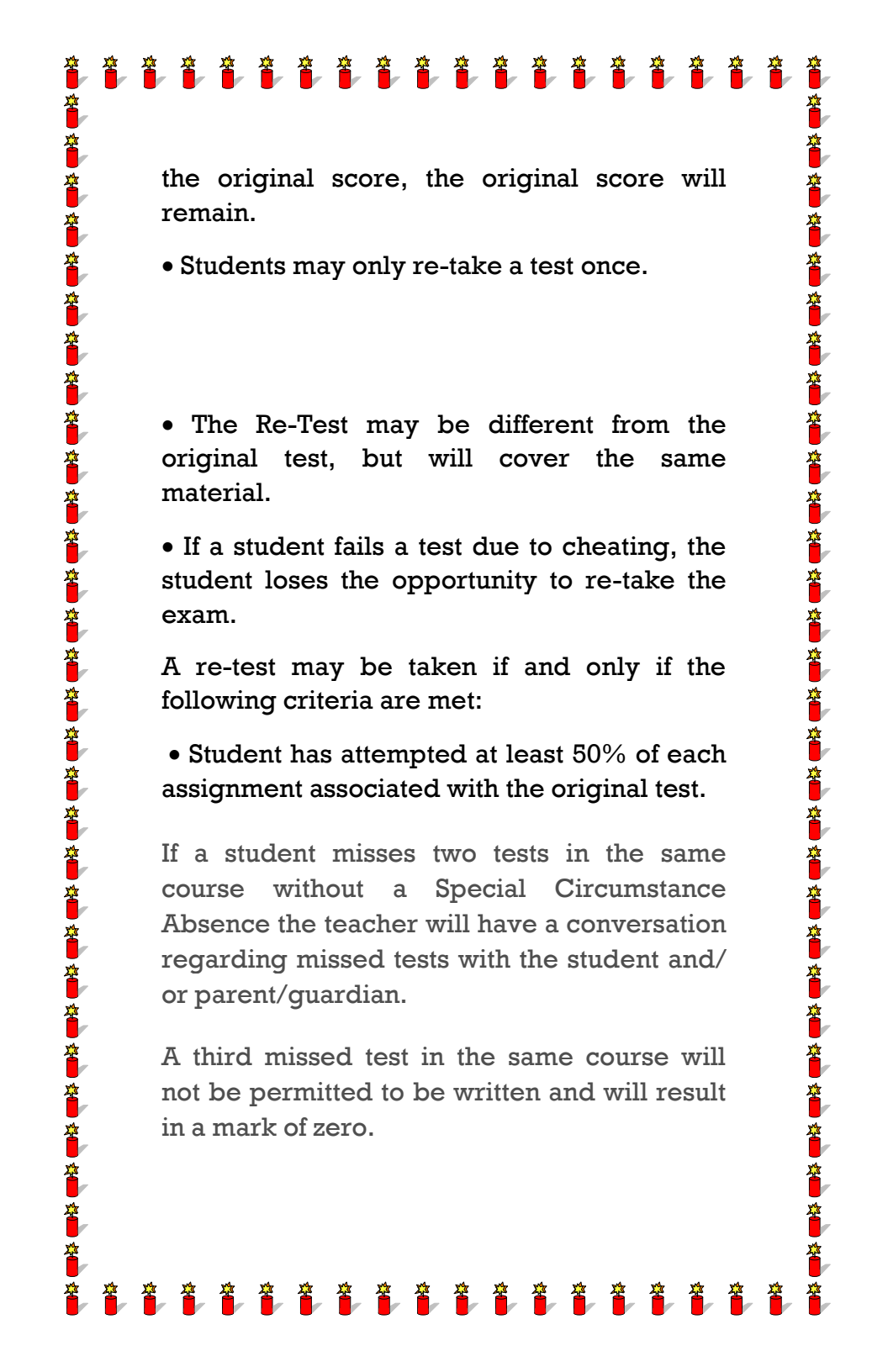
Retests must be taken before or after school and cannot be completed during regular class time.

- The student completes all required remediation set by the teacher (may include specified amount of tutorials, additional assignment, or corrections).

Note: If a student misses the scheduled time for the re-test without a valid excuse, the opportunity for re-testing may be forfeited.

Re-Testing Guidelines:

- The maximum grade recorded for a re-test will be 75; if the Re-Test score is lower than



the original score, the original score will remain.

- Students may only re-take a test once.
- The Re-Test may be different from the original test, but will cover the same material.
- If a student fails a test due to cheating, the student loses the opportunity to re-take the exam.

A re-test may be taken if and only if the following criteria are met:

- Student has attempted at least 50% of each assignment associated with the original test.

If a student misses two tests in the same course without a Special Circumstance Absence the teacher will have a conversation regarding missed tests with the student and/or parent/guardian.

A third missed test in the same course will not be permitted to be written and will result in a mark of zero.



Kingsway High & Preparatory School

GRADING SYSTEM

The grading system is as follows:

Grade	Score/%	G.P.A.
A	90 – 100	4.0
A-	85 – 89	3.7
B+	80 – 84	3.3
B	75 – 79	3.0
B-	70 – 74	2.7
C+	65 – 69	2.3
C	60 – 64	2.0
C-	55 – 59	1.7
D	45 – 54	1.0
E	0 – 44	0.0

Principal's Honour Roll: 4.0 G.P.A.

Honour Roll: 3.0 – 3.99

Honourable Mention: 2.7 – 2.9



Lateness

Students are required to be in their class room at 7:30. If you arrive to your classroom after 7:50 am then you are considered late.

Report to your class room teacher and give your excuse politely. If you arrive after the first class period has begun, report directly to the Front Office/The vice Principal's Office and collect a late slip. Report to your class for that period and ask the subject teacher to sign the late slip. At the second roll call after lunch, give the signed slip to your class room teacher. After every four instances of lateness in a month, you are liable for a lateness detention. This detention is recorded on your report.

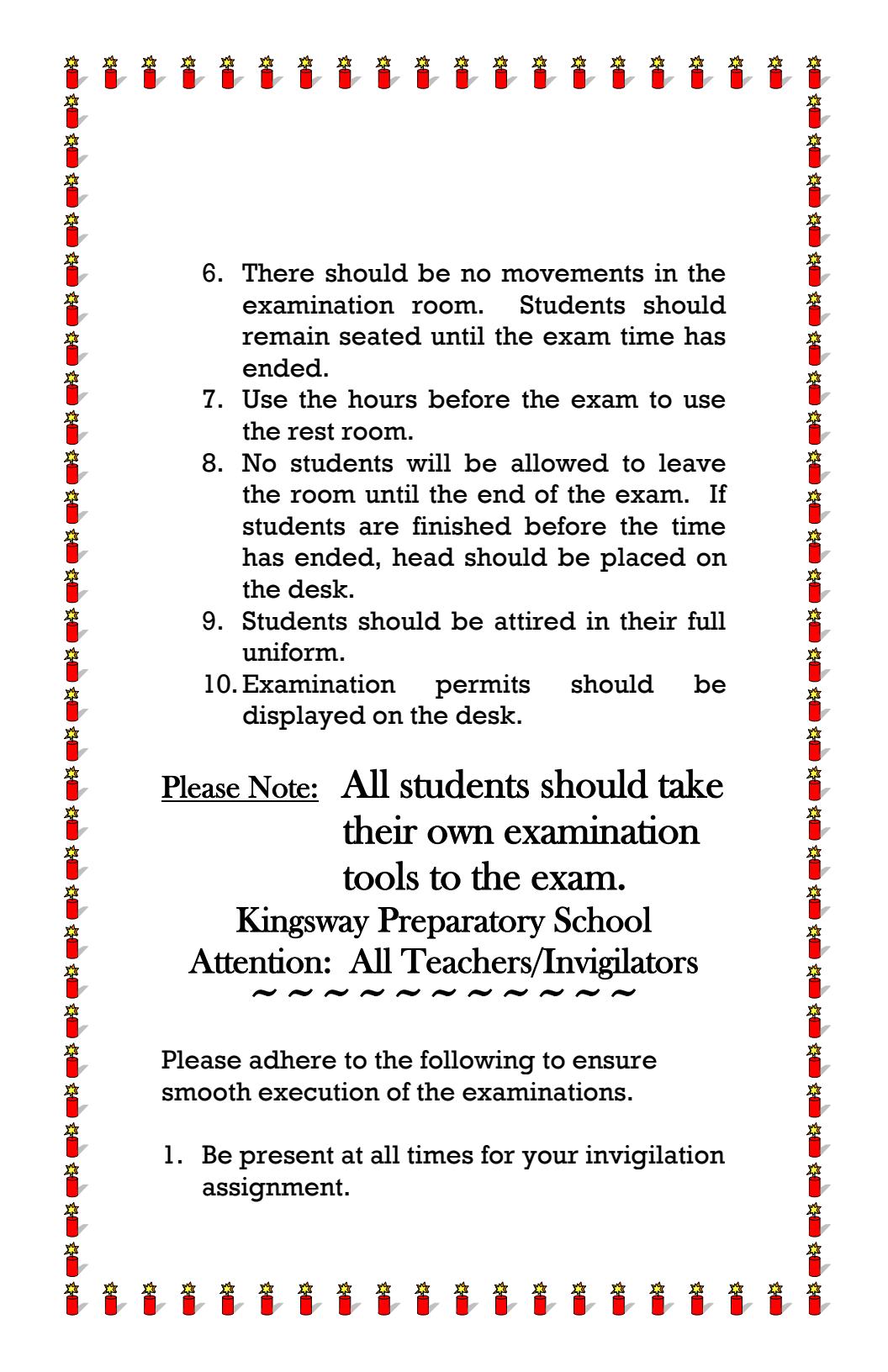
Examinations



Kingsway Preparatory School Examination Rules for Students

The following are the rules governing examinations. Students are expected to adhere to them. If not, examination papers will be confiscated.

1. All students should be quietly seated at least 15 minutes before the exam.
2. No notes, notebooks or any subject content information should be taken into the exam room.
3. All bags should be left at the area designated; bags should not be taken in the exam room.
4. No laptops, walkmans, cellphones, ipods or any other electronic devices should be taken into the examination room.
5. There should be no communication/talking/borrowing of items or passing around of anything in the exam room. Any help needed, your hand should be raised and you will be assisted by the invigilator.

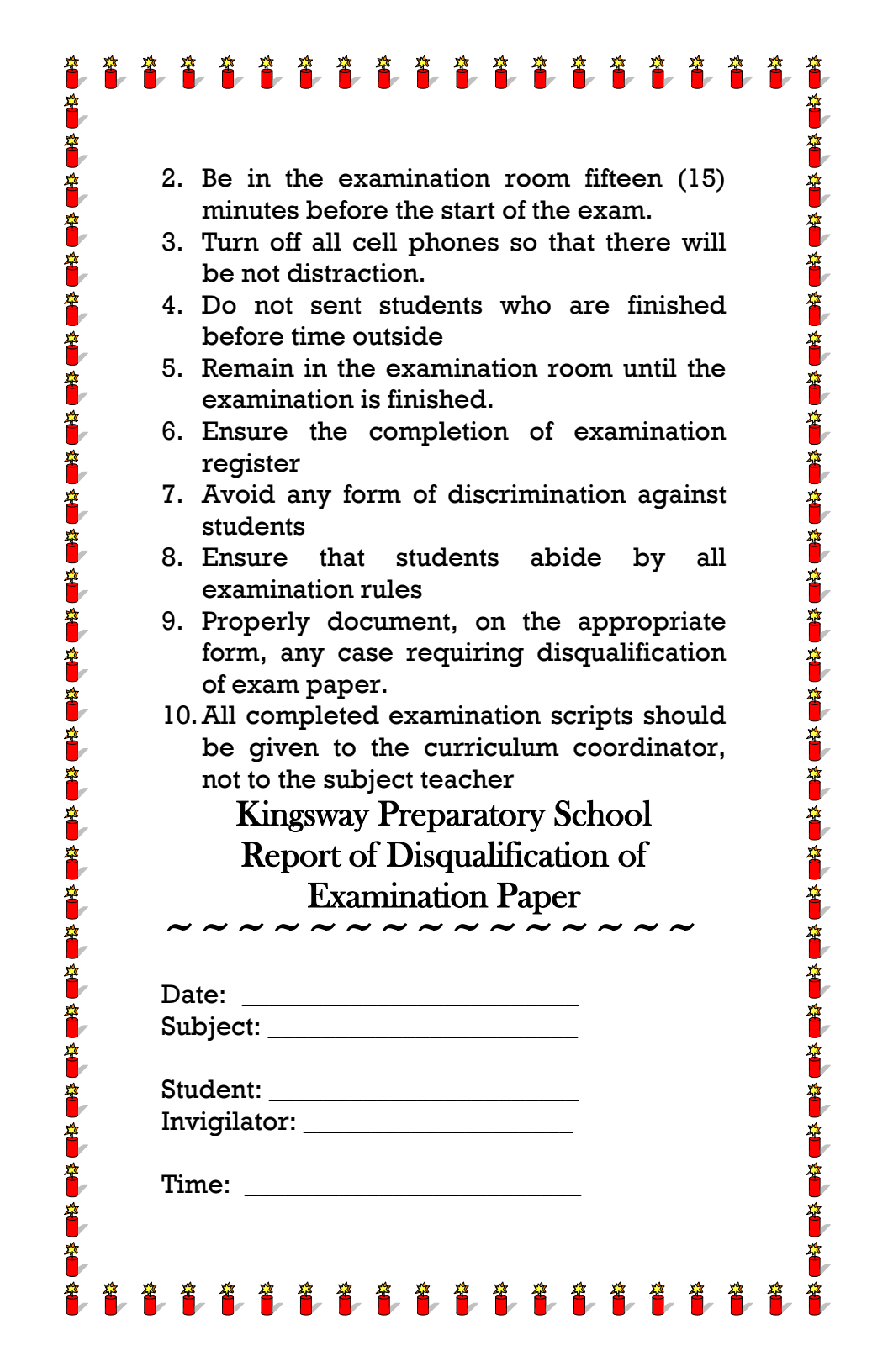
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6. There should be no movements in the examination room. Students should remain seated until the exam time has ended.
 7. Use the hours before the exam to use the rest room.
 8. No students will be allowed to leave the room until the end of the exam. If students are finished before the time has ended, head should be placed on the desk.
 9. Students should be attired in their full uniform.
 10. Examination permits should be displayed on the desk.

Please Note: All students should take their own examination tools to the exam.

Kingsway Preparatory School
Attention: All Teachers/Invigilators
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Please adhere to the following to ensure smooth execution of the examinations.

1. Be present at all times for your invigilation assignment.

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2. Be in the examination room fifteen (15) minutes before the start of the exam.
 3. Turn off all cell phones so that there will be not distraction.
 4. Do not sent students who are finished before time outside
 5. Remain in the examination room until the examination is finished.
 6. Ensure the completion of examination register
 7. Avoid any form of discrimination against students
 8. Ensure that students abide by all examination rules
 9. Properly document, on the appropriate form, any case requiring disqualification of exam paper.
 10. All completed examination scripts should be given to the curriculum coordinator, not to the subject teacher

Kingsway Preparatory School
Report of Disqualification of
Examination Paper



Date: _____

Subject: _____

Student: _____

Invigilator: _____

Time: _____

Please tick the ones that apply and put an “X” through the others. Then write comments on the line provided.

- Caught talking with other student (s)
- Copying information from paper, note book, etc.
- Copying from other student’s paper.
- Walking about in examination room.
- Loud outburst in examination room.
- Seen with cell phone, iPod, Walkman or other electronic devices.
- Arrived more than 30 minutes late for examination.
- Disrupting examination.
- Attempted to leave exam room without permission.
- Other

Remarks:

Student’s
Signature: _____

Invigilator's
Signature: _____

Bringing materials into the exam

You can bring:

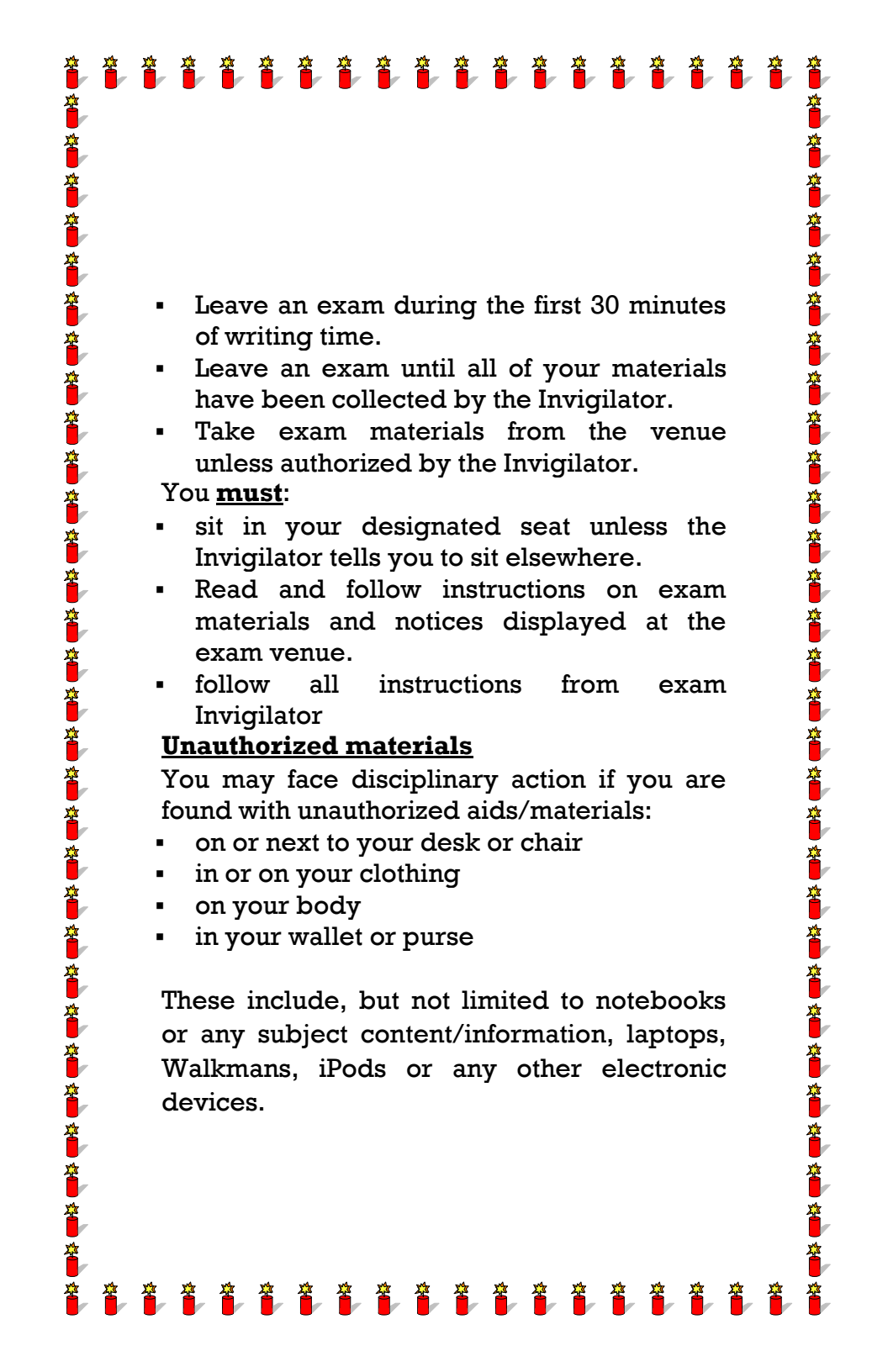
- pens and pencils
- unmarked eraser
- unmarked ruler
- Allowable materials as outlined by the Invigilator.

You must bring your examination permit to the exam. It must be displayed on your desk and made available on request to the invigilators or supervisors.

Behaviour in the exam

You **must not**:

- Talk, unless you need to speak to the Invigilator.
- Disturb other students or disrupt the exam.
- Communicate in any way with other students.
- Write during reading time, unless authorized by the Invigilator.
- Leave the examination room unescorted for any reason, including visiting the washroom.

- 
- Leave an exam during the first 30 minutes of writing time.
 - Leave an exam until all of your materials have been collected by the Invigilator.
 - Take exam materials from the venue unless authorized by the Invigilator.

You **must**:

- sit in your designated seat unless the Invigilator tells you to sit elsewhere.
- Read and follow instructions on exam materials and notices displayed at the exam venue.
- follow all instructions from exam Invigilator

Unauthorized materials

You may face disciplinary action if you are found with unauthorized aids/materials:

- on or next to your desk or chair
- in or on your clothing
- on your body
- in your wallet or purse

These include, but not limited to notebooks or any subject content/information, laptops, Walkmans, iPods or any other electronic devices.



Re Exams and Reports

Parents are able to monitor students' progress by logging on to Renweb and viewing the marks posted by teachers for assessment done during the term. Reports are generated electronically on Renweb at the end of each term (Christmas & Summer). For the second term (Easter), a progress report is generated to show the progression of each student. The Christmas and Easter reports carry a term average for each subject as well as the overall average. The summer term report is a cumulative report and bears the summer term average, exam grade and the class work average for each subject.

All queries about reports must be submitted to the Vice Principal by email. In case of a legitimate absence for any paper in a particular subject, 'abs' is placed in the Exam column, and the year's average for that subject is an average of the student's term marks. In the case of an unexcused absence for any paper in a particular subject, the student receives a zero in the Exam column, which is averaged in with her term marks to give her term/ year's average.



Sickness

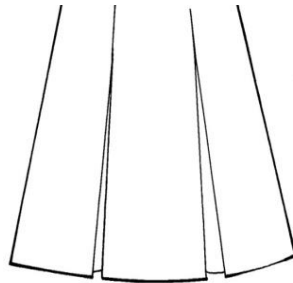
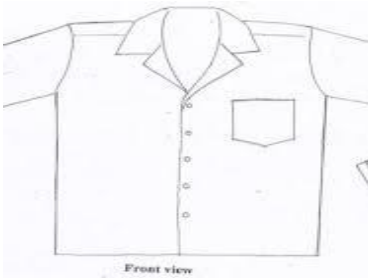
Report to your subject teacher who will give you a pass to visit the school nurse in the Medical Room accompanied, if necessary, by another student. You may not go to the Medical Room during class time without permission. Students will not be readmitted to class without a note from the nurse.

THE HEALTH DEPARTMENT

The Health Department is served by a full-time School Nurse. The School Nurse handles all medical matters that arise at school. Students who are ill at home, especially those with contagious diseases must not be sent/taken to school. Students who are on medication must deposit these drugs with the School Nurse who will dispense them.

UNIFORM Pictures and description

Grade 6 Girls



Girls White Blouse

Girls Box Pleat Skirt

Grade 6 Boys



Boys white shirt

Boys Khaki Pants

Lower Prep School Uniform (Boy and Girl)



Boys full uniform –
front view.

Girls full uniform –
front view



