



ÉCOLE SECONDAIRE **KELVIN** HIGH SCHOOL
OVER 100 YEARS OF EXCELLENCE

155 Kingsway, Winnipeg, Manitoba R3M 0G3

Phone: (204) 474-1492 email: kelvin@wsd1.org Fax: (204) 453-2116

M. Davidson, Vice-Principal T. Cox, Principal M. Charbonneau, Vice-Principal



PLEASE NOTE: Students in Grade 10-12 will begin school on the **afternoon of September 6th**. Students should report to their D and/or E Slot class. Students will report to their homeroom class (located on their timetable) **during A Slot, Thursday, September 7th** for locker distribution Thursday, September 7th in A slot for locker distribution.

Dear Parent/Guardian:

August 25th, 2023

Welcome to both new and returning families! It is with great pleasure and excitement that we begin the next school year 2023-24 and look forward to working with you and your child. Please read this letter carefully as it has information about the opening day of school in addition to other pertinent information. If your plans have changed and your child does not plan to attend Kelvin in the coming year, please call the school as we have waiting lists for all grade levels.

Student Timetables:

Your child's timetable will be sent out on **Monday, August 28th at 4PM**. You will receive a school messenger with a link and instructions on how to access the timetable for viewing and printing. Additional information regarding timetable changes and/or questions related to student timetables will also be provided.

Kelvin Guidance Counsellors

Your child has already been assigned a guidance counsellor. The name of the counsellor is indicated on the top of their timetable. Their counsellor is available to assist with academic issues, give support with personal challenges, and refer to outside resources when necessary. We welcome parent/guardian inquiries. To book an appointment, please contact our secretary directly at 204-474-1156 or by email at clongstreet@wsd1.org.

Homeroom/Advisors

Each student at Kelvin is assigned a Homeroom Teacher/Advisor. The advisory system is designed to distribute any written information to be shared with parents/guardians. Families will also receive e-mail copies of all documents distributed to students. In addition, all School Messenger email correspondence is posted on our school website under the Community & Family tab.

Meet the Teacher (Thursday, Sept. 14th @ 7:00 pm)

Parents/guardians will have an opportunity to meet their child's teacher(s) during this evening. This is an opportunity for you to hear the teacher's philosophy of education, review course outlines and expectations. More information will be shared closer to the date.

Student Photos

Every student is expected to have their photo taken, but there is no obligation to purchase a package. The photos are required for student cards which must be used for the automated library system, Internet ID usage, the yearbook, student records and Winnipeg Transit ID. **Photos will be taken on Tuesday, September 19th**. Retake date is Thursday, November 2nd—AM only. Payment is made directly to Lifetouch, either online or to the photographer.



WINNIPEG SCHOOL DIVISION



École secondaire Kelvin High School



Accident Insurance

Each family will receive information online for student insurance and parents are strongly advised to consider this carefully, **particularly if your child is involved in sports of any kind**. The Winnipeg School Division is participating in a universal student accident insurance program which provides coverage for all students while en-route to school, at school, and while traveling to and attending any school activity.

Attendance and Absence Reporting (via WSD Absence Reporting System—Safe Arrival)

Our attendance policy will be reviewed with all students on the first day of school. It is an expectation that students are punctual and attend all classes. All student absences must be supported by contacting our **Safe Arrival** system (information about *Safe Arrival* may be found on the school website and is included in this email package). Parents/guardians will be kept informed of attendance patterns through report cards, phone calls or emails from teachers.

School Communication

Information about Kelvin can be found on our school website. In addition, daily announcements, monthly calendars, and school bulletins are posted on the website.

Kelvin website - www.winnipegssd.ca/schools/kelvin.

Cell Phones/other Electronics

As a school community, we are aware of the importance of electronic communication for our students. It is our responsibility both as a school and community to ensure students are accessing those devices at appropriate times/ places.

Cell phones/other electronic devices should not be used during learning time in class unless otherwise directed by the classroom teacher. Our goal is to allow students to develop skills in using technology in a responsible manner. Should parents/guardians need to contact their child during class time, we kindly ask that they contact the school office (204-474-1492).

Protection of Privacy Act (FIPPA)

In accordance with The Freedom of Information and Protection of Privacy Act, the school ceases to contact parents/guardians when students turn 18 years of age. However, recognizing the importance of home involvement to ensure student success, the school provides a waiver whereby students give permission for communication with home to continue. More information is enclosed with this package for parents/guardians of students in Grade 12.

Valuables

The school cannot take responsibility for reimbursing the cost of lost or damaged articles. **It is strongly recommended that any items of value be left at home.**

Bike Compound

Students who travel to school by bike, are permitted to use the bike compound located in the back parking lot to secure their bike during the school day. The compound is secured with a coded door. Students will be provided with this code on the first day of school. Students are strongly encouraged to use a theft prevention lock (such as a U –lock) to secure their bike to the provided racks inside the compound. The school cannot take responsibility for bikes that may be stolen. Bikes should not be left overnight in the compound.

Yearbook Fee

The student fee for the yearbook is \$40. If you wish to order one, please have your child bring in a **cheque payable to “Kelvin High School”** to the main office. Yearbooks are ordered in the fall and must be purchased in advance.