***Principal’s Message***

I am happy to welcome all of our families to Highland Park for the 2018/19 school year. The staff of Highland Park is committed in accepting each child as a unique and valued member of the learning community. At Highland Park, we believe that all children, regardless of ability, should have access to an education. We value every student’s individualism and work hard at providing an education so that all students can be successful.

Effective communication between home and school plays an important role in the educational process of students, and parents are encouraged to become active partners in this process. With your help, we look forward to making this a very successful school year for all.

The following pages will provide you with information about our school and routines. Please take some time to read and discuss it with your child. I’m looking forward to the new school year and working with all of you.

Mrs. N. Neggers

***HIGHLAND PARK MISSION STATEMENT***

**“To provide every child every opportunity to develop to his or her full potential every day.”**

At Highland Park we believe that each child has different strengths and areas for growth. Everyone is encouraged to develop to his or her potential. Our goal is to assist each student in developing this potential through intellectual, social, physical, and artistic experiences.

***2018/19 SCHOOL GROWTH PLAN GOALS***

**Literacy:** How can we improve literacy for all students?

**Social Responsibility:** How can we improve prosocial behavior (honesty, fairness, sharing, helping, showing empathy) in all students?

***INDIVIDUAL STUDENT LEARNING GOALS***

**Term 1**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***2018/19 HOURS OF OPERATION/BELL SCHEDULE***

**School Hours and Bells**

School Start Time (Warning) 8:25 am

Instruction Begins 8:30 am

Recess 10:10- 10:25 am

Lunch 12:00 pm (Students play first)

 12:25 pm. (Students eat lunch)

12:35 pm- Instructional Time - Warning Bell

12:40 pm- Instructional Time begins

Afternoon Dismissal 2:20 pm

We request that students do not arrive in the morning any earlier than 5-10 minutes before the 8:25 a.m. entrance bell, unless they have a specific responsibility or task to perform for their teacher. This request is made out of concern for your child’s safety and security as school staff is not assigned to supervision duties prior to the 8:25 a.m. entrance bell.

***SAFETY AND SECURITY POLICIES AND PROCEDURES***

**Volunteers**

Many parents and occasionally others from our community volunteer in classrooms or assist teachers and students in a variety of ways. School District No. 42 Board Policy requires that ALL volunteers in schools complete a ‘Volunteer Safety Check Application” form. If you anticipate that you may be volunteering during the school year, please request a form from the office. The completed forms will be maintained in a confidential file in the Principal’s office. Parents who have completed the “Volunteer Safety Check Application” form in any of the previous school years need not complete another for this year. In addition, volunteers who are working more *directly* with students require a Criminal Record Check. Please come to the office to get the required paper work. It is not our intent to discourage volunteering; the intent of the policy is to better ensure the safety and security of all children.

**Volunteer Driver Requirements**

The staff and students of Highland Park rely on parent drivers for a variety of class outings. If you anticipate that you may be assisting the school by driving students for any activity planned by teachers, as per requirements mandated by School District No. 42, you must have a Driver’s Abstract and a Volunteer Driver Form on file at the school. The Volunteer Driver Form is available at the school office. Volunteer Driver forms and Driver Abstracts are required to be updated as needed. Driver’s License Abstract requests can be made in person at any Government Agent office or by phoning their toll-free line at **1-800-950-1498** and requesting them to fax it to the school at

**(604) 465-7864.**

Please be aware that effective July 1, 2008 it is the law that all children under 18kg (40 lbs.), are to be secured in a child car seat with harness and children 18kg (40 lbs.) or over by law are to be secured in a booster seat with a shoulder harness up to their 9th birthday or 145 cm (4’9”) tall, whichever comes first.

**Student Absences and Late Arrivals**

We request that you phone the school at **(604) 465-6737**, oremail us at **hp\_reception@sd42.ca** before 8:45 am**,** to let us know if your child will be late or absent. Please leave a message on the answering machine if staff isn’t there to take your call. If your child is absent and we haven’t received a call from you, we will make an effort to contact you to confirm that your child is safe. Students who arrive late to school must report to the office and collect a late slip, which in turn must be presented to their teacher. If you or a designated adult needs to pick up your child from school during school hours, please sign them out at the office.

**When Children Are Sick**

In fairness to all, please do not send your child to school if there are definite signs of sickness in the morning. Students who become ill during the day should go directly to their teacher. Our policy is to get students who are ill home as soon as possible. Our practice is to call parents and ask that the students get either picked up or have other arrangements made. For this reason, it is important that parents keep up-to-date work and emergency phone number information at the office.

**Animals on School Premises**

For the safety and comfort of all, we ask that pets be kept off school grounds during school hours. Please do not bring your pet into the building unless you have permission from the principal.

**Leaving School Grounds at Recess or Lunch**

Only those students who routinely go home for lunch may leave the school grounds **after advising office staff of their departure (AND HAVING A NOTE FROM THEIR PARENT ON FILE).** Otherwise, childrenmay **NOT** leave the school grounds during the da**y without being picked up be a parent or designated adult,** with prior permission being granted via telephone call or note given to the office or classroom teacher.

**Visitors**

All visitors are expected to report to the office upon entering the school. This is a safety and security measure as it is important for us to know who is in the school should an emergency arise. Visitors are also expected to sign the Visitor Log in the office and collect a visitor or volunteer identification tag, which must be displayed while in the building and while on the grounds outside.

**First Aid Procedures**

The School Act gives teachers the same responsibility as that of prudent parents. “Prudent practice” varies from parent to parent, but we would rather err on the side of caution. When, in our judgment, an injury or an illness is something more than minor or casual, we contact the parent. If we are unable to reach a parent, we try the emergency number you have given the school. If we are unsuccessful in contacting you or your designate(s), we will call your doctor or simply proceed with having the injury/ailment checked by a clinic doctor. In obvious emergency situations we will call 911 and request an ambulance.

 **Medical Alerts and Requests for Administration of Medication**

A Medical Intervention Form must be completed if your child has an existing medical condition that we at the school should be clearly aware of and have documented. A request for Administration of Medication Form must also be completed if your child will be taking any form of prescribed medication at the school. Please note that students may not be in possession of any medication at school unless specifically authorized by the principal, and staff may not administer medication to students unless the required form is completed and signed by a parent. This also applies to over-the-counter drugs such as Tylenol or Aspirin.

**Emergency Procedures--Fire Drills and Other Emergency Situations**

Fire and earthquake drills are held to teach the children how to vacate the school quickly and in an orderly way in case of an emergency. Proper behaviour and a serious attitude are demanded from all students during these drills. The evacuation plan posted in each room has been reviewed and approved by the Pitt Meadows Fire Department.

Also posted in each room is a copy of the Emergency Procedures Manual developed for all SD42 schools. The information in the manual is further tailored to our building and site. The manual covers all potential emergency situations including evacuations, lock downs, earthquakes, threats, suspicious persons, etc. Please inquire at the office if you would like to view a copy.

**Emergency Closures**

On the rare occasion, school may be cancelled due to extreme winter weather conditions. The decision to close a school can only be made by the superintendent of schools. To get information about emergency closures, please go to the district website ([www.sd42.ca](http://www.sd42.ca)) or listen to the radio stations listed below. Announcements on these stations will be made between 6:00 and 8:30 AM.

CKNW 980 AM CKWX 1130 AM CBC 690 AM JACK FM 96.9 AM

**Supervision of Students During Breaks**

During the recess break, three teachers are assigned to supervise students. During the lunch break; three paid Noon Hour Supervisors assume responsibility of supervising students. If the day is designated an ‘outside day’ (whether at recess or lunch), all of the supervisors are assigned to outside duties.

On occasion, parents request that their child be allowed to stay inside during recess and/or lunch. We ask that this type of request not be made, as doing so leaves the student in an unsupervised situation for the duration of the break. If there are extenuating circumstances, please discuss them directly with the Principal.

**West Coast Recess/Lunch**

Living in a rain forest presents a great variety of weather conditions indeed. At Highland Park we believe that it is most important that we all have opportunity to be outside getting fresh air and exercise throughout the day. Research has proven time and time again, the impact that physical activity has on active learning. Please ensure that your child is dressed appropriately for rainy days having a hooded coat or umbrella and waterproof footwear. For younger children, it may also be wise to send an extra change of clothes to school. Unless we are experiencing an especially torrential downpour or excessively cold temperatures, we will all be enjoying the outdoors at recess and lunchtime.

**Traffic and Parking Regulations**

It is expected that vehicles be driven in a safe manner at all times. It is also expected that drivers abide by the clearly posted traffic and parking regulations. Please be advised that SD 42 Board Policy EEC states, “In the interest of student safety, Administrative Officers [Principals and Vice-Principals] shall report drivers who refuse to obey school traffic regulations to the appropriate Municipal authorities.” Please be considerate during the heavy traffic times. We ask that you not park your vehicle in the yellow marked zone in front of the school or behind parked vehicles. If you wish to leave your car, please park in the provided visitor parking spots or on the road at the front of the school.

**iPads and Computers**

We are very fortunate to have several iPads that are situated on a rolling cart for individual classroom use. All students also have access to desktop computers in our computer lab. We expect students to follow their respective teacher’s rules regarding use of these items. Our school policy for student use of the internet is consistent with the district policy as outlined in the Acceptable Use Agreement. The internet will be used to support classroom learning, and students may access the internet only when directly supervised by a teacher. Students who fail to comply with these expectations will lose their user privileges and/or face disciplinary action. If your child has a personal laptop, it can be brought to school for use as a learning tool. Appropriate use according to teacher guidelines and the district acceptable use policy is expected. The school will not be responsible for technical support or the security of the personal computers, but staff will help where they can. Technology is not to be used without teacher permission at recess or lunch.

**Communication**

It is important to establish good two-way communication between home and school. The teaching staff is encouraged to contact parents (and advise the principal) of concerns they may have about a child and also let the parents know about the positive things that are happening.

If you have a concern, it is important to discuss it first with your child's teacher. If parent and teacher concerns are not resolved, the principal will be consulted and involved. The priority for all of us is what best meets a student's needs. You can be assured that all matters will be treated confidentially and that we will make every effort to rectify situations that are found to be unsatisfactory for our pupils. For more information on problem solving please visit our school district website at http://www1.sd42.ca/working-together-solve-problems.

**Week at a Glance (WAAG)**

The Week at a Glance (WAAG) will be sent home via the parent portal each week, usually on Friday afternoon. The WAAG contains all of the important information for the following week, special events and also celebrates students and their accomplishments. It is very important you take a look at the WAAG each week.

**Parent Advisory Council (PAC)**

Highland Park Elementary has an active Parent Advisory Council that meets monthly. Those involved in the PAC find that it provides a meaningful opportunity for involvement in the education of their child and in the life of the school. Parents are actively encouraged to participate. Scheduled meetings are noted monthly in the school WAAG. Everyone is welcome!

**2018/10 PAC Executive**

To be determined

**Curriculum and Programs**

“Building Student’s Success” BC ‘s new curriculum is fully implemented this year for Grades K-9. For information regarding the new curriculum please visit https://curriculum.gov.bc.ca

**Library Policies and Routines**

Student’s sign out their books during class book exchanges or other times when the librarian or a monitor is present. Books should be returned within two weeks. Borrowing privileges will be temporarily restricted when overdue items are not returned. For lost and damaged material, the librarian will assess an amount payable appropriate to the situation and to the condition of the material. If your child were transferring to another school, the school would appreciate knowing at least two weeks in advance, so that outstanding library books and other classroom textbooks can be returned.

***Highland Park Elementary Code of Conduct***

Highland Park’s Code of Conduct has been created to maintain a safe, caring and orderly school environment. We value a working and learning environment that is safe, inclusive, and respectful of diverse individual, social, and cultural needs.

The purpose of the Code of Conduct is:

1. To encourage the development of socially responsible behaviour resulting in a positive reputation for students and the school community.

2. To foster a safe, respectful and welcoming learning environment for all students, staff and parents.

3. To clearly communicate behavioural expectations to the school community.

The Highland Park Code of Conduct applies to all members of the school community, and is applicable at the school, traveling to and from the school, at any school-related activity at any location, or during any circumstance or activity that will have an impact on the school environment.

As members of the school community, we believe in supporting our children and developing their compassion, respect and care. We believe children want to be helpful, that positive behaviours can be learned, and that teaching socially responsible behaviours requires modeling, time, consistency and practice. Behavioural expectations held for students rise as they become older, more mature and move through successive grades.

Our Code of Conduct is based on our three 3 B's acronym.

**Be Respectful**

Being respectful to ourselves, to others and to our property and our environment

**Be Responsible**

Being individually and socially responsible community learners

**Be Safe**

Being safe while we work, play and learn

**Conduct Expectations**

We believe in treating others the way we want to be treated. All relationships and interactions at Highland Park should be respectful, polite, courteous, kind and inclusive. All relationships are important, and we have high expectations for:

* Interpersonal interactions between students, staff and parents
* Electronic interactions, including the use of the internet, texting, cell phones, computers, and other electronic devices

At Highland Park we promote a climate of understanding and mutual respect where all are equal in dignity and rights. All are entitled to the accommodations, services and facilities they require. We do not tolerate discrimination towards others that prevent them from having their needs met. We do not allow any publication or display of signs, symbols, or other representations that discriminate against others because of their race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age,

Any language (oral or written) or behaviour that deliberately degrades, denigrates, labels, stereotypes or incites hatred, prejudice, discrimination or harassment towards students or employees on the basis of their real and or perceived sexual orientation, gender identity, gender expression, appearance, capacity, disability, colour, ethnicity, or religion will not be tolerated.

Some examples of how the 3 B’s relate to positive behaviours are:

|  |  |  |
| --- | --- | --- |
| **Be Respectful** | **Be Responsible** |  Be Safe |
| * Be polite to others
* Remember to use your manners
* Listen to adults and supervisors
* Respect personal space
 | * Try Your Best.
* Keep the School Clean
* Be a positive role model
* Use Kind and appropriate

 language* Look after one another and

 our school | * Keep your hands and feet to yourself
* Follow safety routines in all locations!
* Ask for help when you need it.
 |

**Unacceptable Behaviours:**

Certain behaviours will be considered unacceptable in both interpersonal and “cyber” interactions. Examples of these include, but not limited to:

* Persons- Arguing, disobeying, lying, misleading, taunting, teasing, intimidating, threatening, harassment of any

 form, bullying, cyber bullying, etc.

* Personal Space- Violence in any form such as grabbing, pushing, tripping, wrestling, fighting, snowballing or

 assaulting, etc.

* Property, the community, or environment- Vandalism to school or its grounds, vandalism to neighbouring

 property, littering, stealing, etc.

* Law- Any illegal activities including but not limited to drugs, alcohol, smoking, theft, vandalism, fireworks,

 weapons or replicas, intruders or trespassing, verbal/physical/sexual abuse, etc.

Expectations for student conduct for younger students differ from those for older students, as they do for students with special needs who are unable to meet expectations due to a disability. We expect our students to become more socially responsible as they move through successive grades and become older and more mature.

**Responses to Unacceptable Conduct:**

Responses to unacceptable conduct will be thoughtful, consistent and fair.

The focus of any intervention will be preventative and restorative in nature, rather than merely punitive. Wherever possible, students will be encouraged to participate in the development of meaningful interventions through discussion and mediation.

Decisions will be made with respect to the individual. Responses to conduct issues will take into consideration the student’s age, maturity and past conduct. Interventions will not discriminate against any student, including those who cannot meet an expectation because of a disability of an intellectual, physical, sensory, emotional or behavioural nature. Reasonable steps will be taken to prevent retaliation against any person who reports a Code of Conduct issue.

Every effort will be made to support students. However, if there are ongoing conduct issues after having implemented interventions, progressive discipline may include, but not be limited to, referral to an intervention committee, suspension, a change of program, a change of school, or involvement of the police when and if a behaviour includes a criminal code violation.

When responding to breaches in the Code of Conduct, school officials may inform a student’s parent(s), the parents of other students who were involved, school district officials, the police or other agencies or the parents of all students when the whole school community needs to be reassured that a serious situation is being addressed.

**Student Clothing/Appearance**

The school district is committed to providing students with learning environments that are safe, responsive, and inclusive. The district recognizes that decisions about dress reflect individual expression of identity, socio-cultural norms, and that they are personal.

Students may attend school and school-related functions in dress of their choice provided that their choices:

* Conform with established health and safety requirements for the intended activity;
* Do not represent or promote alcohol or drugs;
* Use respectful language;
* Do not depict or promote violence, racism, sexism or discrimination; and
* Are not intimidating to others.

Ultimately, the school administration has the responsibility to apply the dress guidelines when necessary. If any person dresses in an inappropriate manner, the student should be advised personally and discretely and given an opportunity to meet school district guidelines.