

Highland Park Elementary  
Student and Parent Handbook  
2023-24

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### **ACKNOWLEDGEMENT OF TERRITORY**

Highland Park Elementary is located on the traditional and unceded territories of the Katzie First Nation. We recognize the Kwantlen Nation who share the land of SD42 and all other First Nations, Métis, and Inuit students and their families.

### **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 their potential. Our goal is to assist each student in developing this potential through intellectual, social, physical, and artistic experiences.

### **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.

### **Respect for Human Rights:**

In fostering a community of respect, inclusion, fairness, and equity, we expect persons to not discriminate based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

The Human Rights Codes [RSBC 1996, c210] will be respected:

Excerpt from Section 7 Discriminatory publication

7 (1) A person must not publish, issue or display, or cause to be published, issued or displayed, any

statement, publication, notice, sign, symbol, emblem, or other representation that

(a) indicates discrimination or an intention to discriminate against a person, a group, or class of persons, or

(b) is likely to expose a person or a group or class of persons to hatred or contempt

Excerpt from Section 8 Discrimination in accommodation, service, and facility

8 (1) A person must not, without a bona fide and reasonable justification,

(a) deny to a person or class of persons any accommodation, service or facility customarily available to the public, or

(b) discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public.

### **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

### **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, cyberbullying, 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.

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 increase as they become older, more mature, and move through successive grades.

### **Responses to Unacceptable Conduct:**

Responses to unacceptable conduct will be thoughtful, consistent, and fair. The goal of discipline at Highland Park is to strengthen students and to teach them that each situation is an opportunity for learning. We attempt to create conditions for the child to fix their mistake and return to the group strengthened. 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 weapons, gang culture, 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.

## **SAFETY AND SECURITY POLICIES AND PROCEDURES & OTHER IMPORTANT INFORMATION**

### **Volunteers**

School District No. 42 Board Policy requires that ALL volunteers in schools complete a Volunteer Application and Consent form on file. If you anticipate that you may be volunteering during the school year, please request a form from the office. Volunteers are to act consistently with the requirements of school district policies and FIPPA guidelines. Students's personal information should not be collected, used or disclosed inappropriately and privacy and confidentiality must be maintained at all times, including after the volunteer service has ended. Personal devices are not to be used for taking photos of students.

### **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 note that drivers with 2 or more contraventions on a driver's abstract within 5 years will not be permitted to drive other students on field trips.**

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 9<sup>th</sup> 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**, or email 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 arriving late are to sign in at the school office.

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**

Please do not send your child to school if there are 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.

### **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, children may **NOT** leave the school grounds during the day **without being picked up by a parent or designated adult,** with prior permission being granted via telephone call or note given to the office or classroom teacher.

### **Visitors**

For the safety of our students, all visitors are expected to report to the office upon entering the school and sign in on the visitor's log. This is a safety and security measure as it is important for us to know who is in the school should an emergency arise. To ensure an uninterrupted learning environment in classrooms, parents or visitors with lunches or messages are asked to leave them at the office and they will be forwarded at a convenient time. Parents or visitors are not to go directly to classrooms. If you would like to meet with a staff member, please phone or email to make an appointment.

### **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 a child has been hit in the head the office will contact the parent to inform them and allow them the decision for best next steps. As well, if, 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 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**

We are required to hold 6 fire drills and 2 Earthquake drills and one lockdown drill a year. 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, lockdowns, 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 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, four teachers are assigned to supervise students. During the lunch break; four paid Noon Hour Supervisors assume responsibility for supervising students.

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**

At Highland Park we believe that it is most important that we all have the opportunity to be outside getting fresh air and exercise throughout the day. Please ensure that your child is dressed appropriately for rainy and/or cold days (i.e. hooded coat or umbrella, waterproof footwear). For younger children please 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 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. We expect students to follow their 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.

### **Cell Phone Use**

Our expectation is that cell phones are not used or turned on during the school day from 8:30 am to 2:20 pm. After school students should use their cell phones outside of the building. However, a staff member may grant a student permission to use a cell phone for educational purposes during class time. Students who bring devices to school do so at their own risk. Parents wishing to contact their children during the school day can do so by calling our school phone at **(604) 465-6737**.

### **Library Policies and Routines**

Students 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.

### **Parent Advisory Council (PAC)**

Highland Park Elementary has an active Parent Advisory Council that meets monthly. Parents are actively encouraged to participate. Scheduled meetings are noted monthly in the school WAAG. Everyone is welcome!

### **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 <https://www.sd42.ca/appeal-process/>.

### **Week at a Glance (WAAG)**

The Week at a Glance (WAAG) will be sent home via the parent portal each week, usually by Saturday morning. 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.

### **StrongStart:**

Hours Monday-Friday 8:30am-11:00am

StrongStart is a free program for parents with children aged infant to five years old. For more information, please visit <https://www.sd42.ca/program/strongstart/>

## HIGHLAND PARK ELEMENTARY SCHOOL

18961 Advent Rd., Pitt Meadows, B.C., V3Y 2G4

Phone: (604) 465-6737 FAX: (604) 465-7864

Ms. Jennifer Walker (Principal)

Mrs. Julie Ashley (Vice Principal)



### HIGHLAND PARK ELEMENTARY CALENDAR

Schools opening day for students	Tuesday, September 5, 2023
National Day for Truth and Reconciliation	Monday, October 2, 2023
<i>Non-instructional day (School Growth Planning Day)</i>	<i>Tuesday, October 3, 2023</i>
Thanksgiving Day	Monday, October 9, 2023
<i>Non-instructional day (province-wide)</i>	<i>Friday, October 20, 2023</i>
<i>Non-instructional day (school-based)</i>	<i>Friday, November 10, 2023</i>
Remembrance Day	Monday, November 13, 2023
Student Led Conferences – Early Dismissal 11:30	Thursday, November 30, 2023
Student Led Conferences – No School for Students	Friday, December 1, 2023
Schools close for break	Friday, December 22, 2023
Winter break	Monday, December 25, 2023 to Friday, January 5, 2024
Schools reopen after break	Monday, January 8, 2024
<i>Non-instructional day (district-based)</i>	<i>Wednesday, January 24, 2024</i>
Family Day	Monday, February 19, 2024
<i>Non-instructional day (school-based)</i>	<i>Tuesday, February 20, 2024</i>
Student Led Conferences – Early Dismissal 11:30	Thursday, March 7, 2024
Student Led Conferences – No School for Students	Friday, March 8, 2024
Schools close for break	Friday, March 15, 2024
Spring break	<i>Monday, March 18, 2024 to Friday, March 22, 2024</i>
<i>Schools not in Session</i>	<i>Monday, March 25, 2024 to Thursday, March 28, 2024</i>
Good Friday	Friday, March 29, 2024
Easter Monday	Monday, April 1, 2024
Schools reopen after break	Tuesday, April 2, 2024
<i>Non-instructional day (district-based)</i>	<i>Wednesday, May 15, 2024</i>
Victoria Day	Monday, May 20, 2024
Last day for students	Tuesday, June 25, 2024
Year-end administrative day	Wednesday, June 26, 2024
Schools close for summer break	Wednesday, June 26, 2024

**ELEMENTARY (K-7) DAILY SCHEDULE:** 8:30am to 2:20pm.

#### **Bell Schedule**

8:25 Warning Bell

8:30 Start Bell

10:20-10:35 Recess

12:00-12:40 Lunch –(play first 12:00-12:25)

2:20 Dismissal