

Highland Park Elementary  
Student and Parent Handbook  
2025-2026

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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 ELEMENTARY MISSION STATEMENT**

**“To provide every child every opportunity to develop to their 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:**

At Highland Park Elementary, we are committed to maintaining a safe, caring, and respectful environment for all members of our school community. Certain behaviours are considered unacceptable in both face-to-face and online ("cyber") interactions.

Examples of Unacceptable Conduct:

#### **Toward People:**

- Arguing, disobeying, lying, misleading
- Taunting, teasing, intimidation, threats
- Harassment or bullying of any form, including cyberbullying

#### **Violations of Personal Space:**

- Any form of physical violence, such as grabbing, pushing, tripping, wrestling, fighting, or assault
- Snowball throwing or other unsafe physical actions

## **Toward Property and the Environment:**

- Vandalism of school property or neighbouring property
- Littering or intentional damage
- Theft of any kind

## **Violation of Laws:**

- Possession or use of drugs, alcohol, tobacco, or vaping products
- Possession of weapons, replicas, fireworks, or other dangerous items
- Illegal acts including theft, vandalism, abuse (verbal, physical, or sexual), or trespassing

We believe that:

- Children want to do the right thing and can learn appropriate behaviours.
- Social responsibility is taught through consistent modelling, reinforcement, and meaningful practice.
- Expectations for behaviour grow as students mature and progress through the grades.

Our approach is grounded in the belief that compassion, respect, and care are best nurtured in collaboration between school and home, and we are committed to guiding students to make respectful, responsible choices.

## **Responses to Unacceptable Conduct:**

At Highland Park Elementary, we believe that each situation involving unacceptable conduct is an opportunity for learning and growth. Our goal is to support students in reflecting on their actions, taking responsibility, and rejoining the school community strengthened.

Our responses will be:

- Thoughtful, fair, and consistent
- Restorative and preventative rather than purely punitive
- Individualized to reflect the student's age, maturity, and behavioural history

Whenever possible, students will be encouraged to take part in meaningful intervention planning through dialogue, reflection, and mediation.

We are committed to non-discriminatory practices and recognize that some students may be unable to meet expectations due to intellectual, physical, sensory, emotional, or behavioural disabilities. These factors will be considered in all responses.

In addition:

- Retaliation of any kind is not tolerated, and every reasonable step will be taken to prevent it.
- Progressive discipline may be used for ongoing conduct concerns. This may include:
  - Referral to an intervention committee
  - Suspension
  - Program or school placement changes
  - Involvement of police, if a Criminal Code violation has occurred

When a Code of Conduct breach occurs, school officials may inform:

- The student's parent(s)/guardian(s)
- Parents of other directly involved students
- School district officials or appropriate external agencies
- The wider school community, when reassurance is needed regarding serious incidents

Our approach reflects our belief in student dignity, accountability, and the power of restorative practices to rebuild relationships and strengthen community.

### **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.

### **Personal Digital Devices**

At HPE, students are discouraged from bringing personal digital devices to school. When technology is required for learning, students will typically use school-provided devices.

Our expectation is that cell phones and other personal devices remain off and out of sight during the school day, from 8:30 am to 2:20 pm. After school students may use their devices outside the building.

Exceptions may be made at the discretion of school staff. A staff member may grant permission for a student to use a personal device during class time for educational or inclusive purposes, such as:

- Digital literacy activities
- Communication needs
- Medical or health-related purposes
- Supports outlined in an Individual Education Plan (IEP)

Please note:

- Devices are brought to school at the student's own risk. The school is not responsible for lost, stolen, or damaged items.
- Parents who need to contact their child during the school day should call the office at (604) 465-6737

<p style="text-align: center;"><b>SAFETY AND SECURITY POLICIES AND PROCEDURES &amp; OTHER IMPORTANT INFORMATION</b></p>
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### **Volunteers**

In accordance with School District 42 Board Policy, all volunteers must complete a Volunteer Application and Consent Form prior to participating in any school activities. If you anticipate volunteering at any point during the school year, please request and submit this form through the school office.

Volunteers are expected to adhere to all applicable School District policies and the Freedom of Information and Protection of Privacy Act (FIPPA). This includes maintaining the confidentiality and privacy of student information at all times – both during and after the volunteer experience.

Personal devices must not be used to take photos or videos of students. Collecting, using, or disclosing students' personal information is strictly prohibited.

### **Volunteer Driver Requirements**

If you plan to assist by driving students for any school-related event, School District No 42 requires that you have both a Driver's Abstract and a Volunteer Driver Form on file at the school.

The Volunteer Driver Form is available at the school office and must be completed and submitted prior to driving for any school event. Both the form and your Driver's abstract must be kept up to date.

All drivers must comply with child passenger safety laws. It is required by law that:

- Children under 18kg (40 lbs.) must be secured in a child car seat with a harness.
- Children 18 kg (40 lbs.) or more must be secured in a booster seat until they reach their 9<sup>th</sup> birthday or a height of 145 cm (4'9"), whichever comes first.

You can request your Driver's Abstract in one of the following ways:

- Online: ICBC Online Services at <https://onlinebusiness.icbc.com/cli/> – request that the abstract be emailed to [hp\\_reception@sd42.ca](mailto:hp_reception@sd42.ca)
- By Phone: Call ICBC at 1-800-950-1498

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

### **Student Absences and Late Arrivals**

To help ensure student safety, we ask that parents or guardians notify the school before 8:45 am if a child will be late or absent. Please submit an absence or late using your school district parent portal account, call the school at (604) 465-6737 or email [hp\\_reception@sd42.ca](mailto:hp_reception@sd42.ca). If staff are unavailable to answer the phone, please leave a message on the voicemail.

If your child is absent and we have not received notification from you, we will attempt to contact you to confirm your child's safety.

Late Arrivals: Students arriving after the morning bell must sign in at the school office before going to class.

Early Pick-Up: If you or a designated adult needs to pick up your child during school hours, please come to the office and sign them out. This ensures we maintain accurate records and student safety at all times.

### **When Children Are Sick**

For the well-being of all students and staff, please do not send your child to school if they show any signs of illness in the morning.

If a student becomes unwell during the school day, they should inform their teacher immediately. Our policy is to ensure that ill students are sent home as soon as possible. In such cases, the school will contact parents or guardians to arrange for the student to be picked up or for alternate arrangements to be made.

To support this process, it is essential that parents keep all contact information—including work, cell, and emergency numbers—up to date with the school office.

### **Leaving School Grounds at Recess or Lunch**

Students are not permitted to leave the school grounds during the school day unless they are picked up by a parent or a designated adult.

In exceptional cases where a student must leave independently (e.g., walking home for an appointment), they must first advise office staff of their departure and have a signed note from a parent or guardian on file.

This policy helps us ensure the safety and accountability of all students during school hours.

### **Visitors**

For the safety of all students, all visitors must report to the office upon entering the school and sign in on the visitor's log. This is an important safety and security measure to ensure we are aware of who is in the building at all times, especially in the event of an emergency.

To maintain an uninterrupted learning environment, parents and visitors are asked not to go directly to classrooms. If you are dropping off lunches, forgotten items, or messages, please leave them at the office. Office staff will ensure they are delivered at an appropriate time.

If you wish to meet with a teacher or staff member, we kindly ask that you phone or email to schedule an appointment in advance.

### **First Aid Procedures**

Under the School Act, teachers have the same duty of care for students as that of a prudent parent. While what constitutes "prudent practice" may vary, our approach is to err on the side of caution when it comes to student health and safety.

If a student experiences an injury or illness that appears to be more than minor, we will contact a parent or guardian. If we are unable to reach you, we will call the emergency contact number you have provided.

In obvious emergency situations, we will call 911 and request an ambulance without delay.

To support us in responding appropriately, please ensure that your contact and emergency information is always current.

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

If your child needs to take any form of medication during the school day, including over-the-counter medications such as Tylenol or Aspirin, a Request for Administration of Medication Form must also be completed and signed by a parent or guardian.

Please note:

- Students are not permitted to carry medication at school unless specifically authorized by the principal.
- School staff may not administer any medication without the proper documentation on file.

Forms are available at the school office. Thank you for helping us maintain a safe and supportive environment for all students.

### **Emergency Closures**

On rare occasions, schools may be closed due to extreme weather conditions (e.g., heavy snowfall or severe storms). The decision to close schools is made only by the Superintendent of Schools.

To stay informed about emergency school closures, please check the School District No. 42 website at [www.sd42.ca](http://www.sd42.ca) or listen to one of the following radio stations for announcements made between 6:00 a.m. and 8:30 a.m.:

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

We encourage families to check multiple sources for updates and ensure that emergency contact information is current at the school office.

### **Supervision of Students During Breaks**

During recess, four teachers are assigned to supervise students on the school grounds. During lunch, supervision is provided by Noon Hour Supervisors.

From time to time, parents may request that their child remain indoors during recess or lunch. Please note that such requests cannot be accommodated, as it would place the student in an unsupervised setting for the duration of the break. If there are extenuating circumstances that may require alternative arrangements, we ask that you discuss them directly with the Principal.

### **Bikes, Scooters, E-bikes, Electric Scooters**

For the safety of all students and families, bicycles and scooters are not to be ridden on school property during drop-off and pickup times (8:10-8:30 am and 2:00-2:30 pm). Students must dismount and walk their bikes or scooters once on school grounds and securely lock them at the designated bike racks.

Please note: Electric scooters and e-bikes are not permitted on school property at any time.

### **West Coast Recess/Lunch**

At Highland Park, we believe it is important for all students to have regular opportunities to enjoy fresh air and physical activity throughout the day. To support this, students will go outside for recess and lunch each day, rain or shine, unless weather conditions are particularly severe (e.g., torrential rain or extreme cold).

Please ensure your child comes to school dressed appropriately for the weather, including:

- A hooded coat or umbrella
- Waterproof footwear
- Warm layers on colder days

For younger children, we also recommend sending an extra change of clothes to keep at school in case of wet or muddy play.

### **Traffic and Parking Regulations**

For the safety of all students and staff, vehicles must be driven carefully and responsibly at all times on and around school property. Drivers are expected to follow all posted traffic and parking regulations.

To help ensure a smooth and safe flow of traffic:

- Do not park in the yellow-marked zone in front of the school.
- Do not block or park behind other vehicles.
- If you need to leave your car, please use the designated visitor parking spots or park on the street in the surrounding neighbourhood.

### **iPads and Computers**

We are fortunate to have iPads and other digital tools available for student learning. Students are expected to follow their teacher's guidelines when using school technology.

Our school's expectations for internet and device use align with the School District No. 42 Acceptable Use Agreement. Key points include:

- The internet is to be used only to support classroom learning and may be accessed only under direct teacher supervision.
- Students who misuse technology or fail to comply with the acceptable use policy may lose access privileges and/or face disciplinary action.

If your child wishes to bring a personal laptop to school for educational purposes, it must be done in consultation with the classroom teacher. Personal devices must also adhere to the same acceptable use guidelines.

Please note:

- The school is not responsible for technical support or the security of personal devices, though staff will assist where possible.
- Technology use is not permitted during recess or lunch unless authorized by a teacher.



### **Library Policies and Routines**

Students may sign out books during scheduled class book exchanges or when the librarian is available. Books should be returned within two weeks of borrowing.

To maintain fair access for all students:

- Borrowing privileges may be temporarily suspended if books are not returned by their due date.
- In cases of lost or damaged books, the librarian will determine a replacement or repair fee based on the item's condition and value.

If your child is transferring to another school, we kindly request that you notify the office at least two weeks in advance, so that all outstanding library materials can be returned before departure.

### **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 in the school WAAG. Everyone is welcome!

### **Communication**

Establishing strong two-way communication between home and school is essential to student success. Teaching staff are encouraged to keep parents informed—both about areas of concern and the positive progress their children are making. The principal will also be advised of any significant concerns.

If you have a concern regarding your child's experience at school, we ask that you first speak directly with your child's teacher. Most issues can be effectively resolved through open, respectful communication at this level.

If the concern remains unresolved after speaking with the teacher, the principal will become involved to help mediate and support a positive outcome. Our shared priority is always to determine what is in the best interest of the student.

All matters will be handled with discretion and confidentiality, and we are committed to addressing concerns in a timely and thoughtful manner.

For more information about the school district's problem-solving process, please visit:

<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, parent information, messages from the PAC, and community information. 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/>

## 2025 – 2026 HIGHLAND PARK SCHOOL CALENDAR

Schools opening day for students ( <b>LATE START 12:30 PM – 2:20 PM</b> )	Tuesday, September 2, 2025
National Day for Truth and Reconciliation	Tuesday, September 30, 2025
<i>Non-instructional day (School Growth Planning Day)</i>	<i>Friday, October 10, 2025</i>
Thanksgiving Day	Monday, October 13, 2025
<i>Non-instructional day (province-wide)</i>	<i>Friday, October 24, 2025</i>
<i>Non-instructional day (school-based)</i>	<i>Monday, November 10, 2025</i>
<i>Remembrance Day</i>	<i>Tuesday, November 11, 2025</i>
Student Led Conference – Early Dismissal 11:30	Thursday, December 11, 2025
Student Led Conference – No School for Students	Friday, December 12, 2025
Last day before winter break	Friday, December 19, 2025
Winter break	Monday, December 22, 2025 to Friday, January 2, 2026
Schools reopen after break	Monday, January 5, 2026
<i>Non-instructional day (district-based)</i>	<i>Tuesday, January 27, 2026</i>
<i>Non-instructional day (school-based)</i>	<i>Friday, February 13, 2026</i>
<i>Family Day</i>	<i>Monday, February 16, 2026</i>
Student Led Conference - Early Dismissal 11:30	Thursday, March 12, 2026
Student Led Conference – No School for Students	Friday, March 13, 2026
Last day before spring break	Friday, March 13, 2026
Spring break	<i>Monday, March 16, 2026 to Friday, March 20, 2026</i>
<i>Schools not in Session</i>	<i>Monday, March 23, 2026 to Friday, March 27, 2026</i>
Schools reopen after break	Monday, March 30, 2026
Good Friday	Friday, April 3, 2026
Easter Monday	Monday, April 6, 2026
<i>Non-instructional day (district-based)</i>	<i>Wednesday, May 13, 2026</i>
Victoria Day	Monday, May 18, 2026
Last day for students ( <b>Students dismissed at noon</b> )	Wednesday, June 24, 2026
Year-end administrative day	Thursday, June 25, 2026
Schools close for summer break	Thursday, June 25, 2026



School Hours	
Monday – Friday 8:30 – 2:20	
8:25	Warning Bell
8:30	Classes Begin
10:20 – 10:35	RECESS
10:35 – 12:00	Classes in session
12:00 – 12:25	LUNCH – Play First
12:25 – 12:40	LUNCH – Eating Time
12:40 – 2:20	Classes in session
2:20	Dismissal

