

Highland Park Elementary
Student and Parent Handbook
2026-2027

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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 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

This Procedure provides detailed expectations for student conduct and outlines the processes used to maintain safe, caring, respectful, and inclusive learning environments in School District 42. It supports the implementation of the Board's Code of Conduct Policy and reflects the district's mission, vision, and values.

GUIDING EXPECTATIONS FOR STUDENT CONDUCT

Students are expected to conduct themselves in ways that support their own learning and the learning and well-being of others. Students will:

1. Engage in learning:

- Attend school and classes regularly and participate positively in classroom and school activities.

2. Support a safe environment:

- Follow school and district safety procedures.
- Behave in ways that protect the physical and emotional safety of themselves and others.

3. Demonstrate respect:

- Treat all individuals with dignity, courtesy, and kindness.
- Respect personal space, property, and boundaries.

4. Value diversity and inclusion:

- Contribute to a welcoming, inclusive school culture.
- Refrain from behaviour that discriminates based on characteristics protected under the BC Human Rights Code.

5. Use technology responsibly:

- Follow school expectations for personal digital devices.
- Use technology in ways that are safe, respectful, and aligned with learning.

Expectations for student conduct are further detailed below.

Prohibited Behaviours

Students must not engage in conduct that:

- Interferes with the learning, safety, or well-being of others.
- Involves bullying, harassment, intimidation, retaliation, or threats.
- Involves discrimination, including racist, sexist, homophobic, transphobic, ableist, or hateful language or actions.
- Is unsafe, violent, or unlawful.
- Involves possession, use, sale, or distribution of weapons, illegal substances, or restricted items.
- Includes digital misconduct (e.g., cyberbullying, inappropriate posting, sharing harmful content).

Anti-Racism and Human Rights

The district is committed to an anti-racist, anti-discriminatory, and human-rights-centred learning environment.

Staff will:

- Respond promptly to racist or discriminatory incidents.
- Support students who experience racism or discrimination.
- Address behaviours through learning-focused and restorative processes.
- Respond and document incidents.

Behaviour Support and Intervention

Behaviour is supported through relationships, teaching, and proactive strategies.

Staff will:

- Model respectful behaviour and reinforce school expectations.
- Use preventative, trauma-informed, and developmentally appropriate approaches.
- Prioritize understanding and addressing root causes of behaviour.
- Engage students in reflective and restorative conversations where appropriate.

When behaviour requires intervention, responses may include:

- Problem-solving discussions.
- Restorative meetings or circles.
- Support from counselling or student services.
- Mediation or conflict-resolution processes.
- Loss of privileges or temporary restrictions.
- Safety plans or behaviour support plans.
- Collaboration with parents/caregivers.
- Collaboration with community partners when required.
- Disciplinary actions up to and including suspension and expulsion, in accordance with the School Act, Section 85 (2). The Administrator or designate of any school in the district can suspend a student for up to five days. Suspensions over five days are made in consultation with the appropriate zone lead. An educational program must be provided to the student while they are suspended. An expulsion of a student from school requires approval of the Superintendent of Schools.

Responses will be:

- Equitable and developmentally appropriate.
- Based on the severity, frequency, context, and impact of the behaviour.
- Anchored in the expectation that as students mature, increased responsibility and self-regulation are expected.

Personal Digital Devices and Online Conduct

To protect student learning and safety:

- Students are expected to use technology responsibly, in ways that support learning, maintain safety, and demonstrate respect for themselves and others.
- Misuse of technology at school or impacting school will be addressed through established school and/or district processes, policies and/or procedures.
- Students who require digital devices for accessibility or inclusive learning purposes will be supported to use the devices they need, in alignment with their learning plan or identified needs.

Consideration Of Age, Capacity, And Circumstances

In every behavioural response, staff will consider:

- The student's age, maturity, and developmental capacity.
- Personal circumstances, including diverse abilities and/or support needs.
- The circumstances leading to the behavior(s).
- Whether the behaviour represents a pattern or a single incident.

Retaliation Prevention

No student shall face retaliation for reporting a safety concern or a breach of the Code of Conduct. Schools will take steps to protect students who bring concerns forward.

Communication And Education

Schools will:

- Teach and reinforce the Code of Conduct throughout the year.
- Communicate expectations to students and families in September and when needed.
- Ensure the Code of Conduct is posted visibly in schools and available on school and district websites.

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

SAFETY AND SECURITY POLICIES AND PROCEDURES & OTHER IMPORTANT INFORMATION

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 9th 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 – request that the abstract be emailed to hp_reception@sd42.ca
- By Phone: Call ICBC at 1-800-950-1498

Please note that drivers with an N 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 call the school at (604) 465-6737 or email 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 child sustains a head injury, the office will contact the parent or guardian to inform them and allow them to determine the appropriate next steps.

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 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/>

Taking students on vacation

Teachers are not responsible for providing work for families who choose to take their child(ren) on vacation.

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/>

Bell Schedule

8:25 Warning Bell

8:30 Start Bell

10:20-10:35 Recess

11:55-12:35 Lunch –(play first)

2:25 Dismissal