

HIGHLAND PARK ELEMENTARY SCHOOL

STUDENT PLANNER



MISSION STATEMENT

AT HIGHLAND PARK WE BELIEVE IN:
RESPECT of self, others, and the environment
RESPONSIBILITY for actions and decisions
RIGHTS OF ALL to enjoy lifelong learning

PRINCIPAL'S MESSAGE

Welcome to Highland Park Elementary School. We are a school that prides itself on working with our school community to create respectful, responsible citizens and this handbook is one way we do this. On the following pages you will find information which will assist you in familiarizing yourself with our school routines. Should you have questions about how things are done at Highland Park Elementary, look here first. As always, you are free to ask your child's teacher, the administration or a PAC executive member if you have questions. Please use this as a valuable reference. **This planner is a tool for communication with your child's teacher.** Remember to read daily notes and sign your child's planner daily. Thank-you. Together, we can work to develop skills which will keep our children organized and our parents informed. Have a great year.

Shelly Cull, Principal

Duncan Hazlewood, Vice-Principal

This planner belongs to: _____

Home Phone: _____ Cell Phone: _____

Classroom Teacher: _____

Grade: _____ Division: _____

Highland Park Elementary School,

3200 Wood Avenue, Armstrong, B.C. V0E 1B0

546-8723

hpe@sd83.bc.ca

"Home of the Huskies!"

School District #83

Calendar for 2024-2025

Non-Instructional Day	September	03
School Opens – Early Dismissal	September	04
Professional Development Day	September	27
Indigenous Day Holiday	September	30
Thanksgiving	October	14
Conference Day	October	17
Professional Development Day	October	25
Professional Development Day	November	08
Remembrance Day Observed	November	11
Last Day before Winter Break	December	20
School Re-opens	January	06
Professional Development Day	February	14
Family Day	February	17
Last Day Before Spring Break	March	14
School Reopens	March	31
Professional Development Day	April	07
Good Friday	April	18
Easter Monday	April	21
Non-Instructional Day	May	05
Victoria Day	May	19
Last Day – Early Dismissal	June	26

HPE BELL SCHEDULE

Warning Bell	7:57
Classes Begin	8:03
Recess	9:33–9:48
Lunch	11:18–12:04
Dismissal	2:00



SCHOOL GOALS

1. To improve in the area of LITERACY, in particular the specific writing area of style, for greater impact.
2. To improve student NUMERACY skills, in particular, to decipher and solve word problems in the critical concepts identified at each grade.
3. To improve students' sense of belonging – focusing on feeling welcome, safe and connected (Circle of Courage – GENEROSITY AND BELONGING).
4. To improve students' sense of well-being – focusing on positive self-identity and personal/social responsibility (Circle of Courage – INDEPENDENCE AND MASTERY)
5. To develop students' competencies to be successful in a career path of their choice – focusing on the engagement of students in goal-setting and self-assessment related to core competencies.

HIGHLAND PARK SCHOOL FEES

At Highland Park Elementary School, fees are charged for agendas and Performing Arts presentations (3-4 per year, arranged through the district). Activities above and beyond those provided by the standard B.C. curriculum (fieldtrips, guest instructors, guest speakers to classrooms) will be charged, by event, as the activities occur throughout the year. No student will be denied access to a school sponsored program/activity for financial reasons. If circumstances do not permit payment at this point or as the year progresses, please contact Mrs. Cull, Principal, to discuss payment options.

Type of fee	Amount	Acquisition details
Agenda books (gr. 1-5)	\$10.00	Provided for each child Back and forth bags for K's
Cultural Performances	\$10.00	Covers three to four performances per year.
Kindergarten Supplemental Activity Fee	\$15.00	Covers special occasion treats and cooking activities.

CURRICULAR SUPPORT SERVICES AND ACTIVITIES

Library Services

All students are encouraged to use the library and its facilities throughout the school day for research and leisure reading. The library offers a variety of reading levels. Students in grades 1-5 are permitted to sign out three library books at a time, while kindergarten students are limited to one book at a time. The loan period is one week.

Learning Resources Department

The Learning Resource Program is designed to provide services to the school and its students through assessment, direct instruction, and consultation. The program is intended to support students who have special needs in one or more areas. These students receive the major part of their education in a regular class with direct or indirect Learning Resource Teacher (LRT) support. Students may require some assistance in the Learning Resource Room.

Counseling

Counseling services are offered to students through one-on-one counseling, small group, and classroom sessions. The services provide counseling for prevention and crisis situations. Parents may contact the school counselor (via the LRT), classroom teacher, LR teacher or Principal for services for their child.

Computers

HPE has laptops on carts for use within classrooms as well as one laptop computer for student use in each classroom. We have a knowledgeable staff that enjoys using computers to enhance student learning. In order for students to access the Internet from our computers, students must be supervised by a staff member. However, students are expected to exercise responsible and respectful use of internet services at all times.

Field Trips

Field trips form an important component of the instructional programs at HPE. They are an exciting and different way for students to meet the learning outcomes in the curriculum. Parent volunteers and fund raising are essential for the continued success of our field trips.

CO-CURRICULAR ACTIVITIES

Different activities are offered from year to year. In the recent past the following activities have been offered as part of Highland Park's Physical Education Program:

Ice Skating Program

- ❖ Primary and Intermediate classes
- ❖ Helmets and gloves are mandatory
- ❖ Located at our local arena

Swimming Program

- ❖ Recreational swim sessions for all grades
- ❖ Swimming lessons for all grade 3 students
- ❖ Located at our local outdoor swimming pool

Triathlon Program

- ❖ A swim/bike/run event for grade 4 – 5 Students
- ❖ Training May to mid-June
- ❖ Triathlon day is in June
- ❖ A variety of distances to accommodate the abilities and ambitions of every student

PE Specialists

- ❖ Gymnastics, dance, archery, karate, cycling, and a variety of other opportunities for specialized PE instruction are provided each year through PAC funding or at a minimal cost to students.

EXTRA-CURRICULAR ACTIVITIES AT HPE

There are many extra-curricular activities offered at Highland Park School. In any given year, the activities may vary according to which staff members and/or parents are able to be involved. Past activities have included:

Sports Programs

A variety of recess and lunch hour activities are offered in the winter months.

Leadership Program

This program is offered to students in grades 4 and 5 to give them an opportunity to develop their leadership skills. Different groups organize spirit days, assemblies, PE activities, office helpers, lunch hour monitors, etc.

HPE POLICIES AND PROCEDURES

Lost and Found

- ❖ Valuable items are turned in at the office
- ❖ Clothing and footwear are put into the lost and found box located in the west hallway
- ❖ Unclaimed items are sent to the local thrift shop three times per year. Parents are encouraged to check the lost and found regularly.

Telephone Use

- ❖ Phones are primarily used for school business
- ❖ Students may use the phone for important messages only, not for making social arrangements
- ❖ Students require a phone pass from a staff member before using the phone

Cold Weather Policy

- ❖ Students are expected to play outside before school, at recess, and at lunch
- ❖ During very poor weather, students are permitted to play appropriately inside. **Please note – If a child is “too ill” to be outside to play at lunch and recess, he/she should not be at school. This policy is in place to protect the health of all students, staff and guests at HPE.**

Dress Code

The staff of Highland Park Elementary School appreciate your support with regards to the “School Dress Code”. The “Dress Code” applies to all students and staff of the school. At Highland Park Elementary, clothing and appearance need to be appropriate for school, which is our working and learning environment. Please discuss the following guidelines with your children and perhaps review the dress code a few times during the year as the weather changes. Students, staff and parents are expected to support a safe and inclusive learning environment where clothing is appropriate and not distracting or offensive to others. Clothing worn at school or at school activities should be appropriate for the weather, allow freedom of movement and not contain inappropriate printing or pictures. Inappropriate messages are those that promote alcohol, cigarettes, violence, drugs or contain sexual innuendoes, unsuitable language or racial slurs. Students who wear clothing that is considered to be inappropriate will be asked to change or cover up. Hats and other headwear will be removed at

the door. This does not apply to religious or cultural headwear. Outdoor shoes should be removed at the door and indoor shoes should be worn inside the school. Dress code will be expected from all regardless of gender, age or size.. Thank you for your co-operation in working with the staff to support a positive and safe learning environment for all Highland Park Elementary School students.

Accident and Injury

- ❖ Serious first aid will be administered by staff with First Aid Training
- ❖ Threatening disease, allergy, or serious illness must be brought to the attention of the classroom teacher and the school office.
- ❖ Please advise the office promptly of any changes in phone numbers for home, doctor, or emergency contacts. In the event of an injury or illness, the parents or the “emergency contact person” will be notified.

Medication

Medication will be administered by the staff only if a proper office form has been signed by a doctor (forms are available at the office.)

Head Lice

- ❖ We ask that parents please inform the school when a child is first noticed to have head lice
- ❖ We ask that students return to school only after they have been treated with the recommended agent or protocol.

Inside Shoes

Part of respecting property at HPE involves taking off outdoor footwear at the door and putting on clean inside footwear. Students are asked to have a pair of inside shoes left at school at all times which usually serve as footwear for P.E. classes. Why?

1. Provides a more hygienic atmosphere
2. Keeps the school cleaner
3. Provides safety for children’s feet
4. Shows respect for others, property, and self.

Daily Planners

Planners are an excellent communication tool between home and school. A planner is supplied to every child in kindergarten – grade 5. The cost of planners is covered by Student Fees. In order to help your child have a successful year, please check your child’s homework daily, *before* signing the planner. Using planners is a skill

required in high school and adult life, and allows students to stay current with work.

Morning, Breaks, and After School

Upon arrival in the **morning**, students play outside until the warning bell. There is also a daily breakfast program in Room 1 open to all students. At **recess and lunch**, students from grade K to one, play only at the front of the school. Students from grade 2 – 5 may choose to play at the front or the back of the school. **After school**, all students must depart the school grounds quickly, and may only play at the front of the school while waiting for parent rides. Bus students are expected to pace their backpacks in line before playing.

P.E. Expectations

- ❖ If a student has a chronic health condition, please inform the classroom teacher with a doctor’s note.
- ❖ Indoor non-marking running shoes are mandatory for the gymnasium.
- ❖ Intermediate students require gym strip



Busses

- ❖ Bus students waiting for the bus after school must remain off the sidewalk for safety reasons
- ❖ The teacher on duty will direct students to the bus once the driver has come to a complete stop. Students are required to follow bus guidelines. Failure to do so may result in loss of bus privileges.

School Boundaries and Student Responsibility

Once students arrive on school property, they must stay on the school grounds unless they have a note from home. The entire school property is fenced for student safety. A rack is provided for students who ride a bike to school. We have a “walk your wheels” policy at the school. Bicycles and scooters must be walked between the roads surrounding the school and the bike racks. After bikes have been parked, the bike rack is out of bounds. If students ride their wheels on school property, the wheels will be stored at the office until a parent can come to the school to pick them up..

Parent Parking and Drop-off /Pickup of Students

Parents and students can help ensure a safe and efficient parking area by:

- ❖ Parking in designated spots only. Please keep all bus areas clear and give buses the right of way; there is no parking in the bus compound
- ❖ Respecting our “Kiss and Ride” policy, keeping pick-ups and drop-offs to under one minute in the “Kiss and Ride” zone (this is a yellow curb)
- ❖ Not idling at the curbside – “young lungs at work!”

- ❖ Pedestrian traffic should use the sidewalks and avoid walking in vehicle traffic areas

ABSENCES

Regular attendance is a vital factor in the success of students at school. If your child is going to be absent from school, the parent or guardian should **notify the office by telephone (546-8723) before 8:00 a.m.** Our Safe Arrival Program will attempt to contact each home where there is an unexplained student absence in the morning

EARLY DEPARTURE/LATE ARRIVAL

If it is necessary to leave school while classes are in session, please bring a signed note indicating the time your child must leave. Show the note to your child's classroom teacher and then present it to the office. Under no circumstances are children permitted to leave school without being attended by a parent or guardian. Please sign your child out when leaving the school. Late arrivals must also sign in at the office before going to class.

SOCIAL RESPONSIBILITY AT HPE

At Highland Park we approach Social Responsibility using 3 strategies: Restitution, Positive Behaviour Support (PBS), and being "Husky Strong" which is "The Husky Way" (Whoo-Ahh!). The cornerstone of Highland Park's behavior policy is a strong belief in RESPECT.

- Respect of self, others, and property
- Responsibility for actions and decisions
- Right to enjoy lifelong learning

RESPECT YOURSELF RESPECT OTHERS RESPECT PROPERTY & THE ENVIRONMENT

Restitution

Restitution builds, improves, and maintains relationships between people. It is recognition that it's OK to make a mistake and offers students the chance to fix their mistake and return to the group strengthened. We teach that all behavior is purposeful and is based on trying to meet one or more of the 5 basic human needs: freedom, fun, love and belonging, power, and survival. Restitution helps encourage students to become the person they want to be, and students learn to be self-directed and self-disciplined. It is a philosophy that is based on beliefs and not merely rules. Restitution moves beyond consequences and rewards and encourages students to "do the right thing because it's the right thing to do." It does not ignore "bottom line" behaviours such as violence, direct defiance, and theft, to name a few.

Positive Behaviour Support

This framework provides our teachers, students, and families with a common set of expectations in four categories: Contributing to the Classroom and School Community, Solving Problems in Peaceful Ways, Valuing Diversity and Defending Human Rights, and Exercising Democratic Rights and Responsibilities. Students are directly taught the four levels of performance for each of these categories in their class each day in various ways, and learn to describe behaviours in each level.

Husky Strong & The Husky Way

Being "Husky Strong" means that students demonstrate Circle of Courage values at school, all of which are introduced and described at School Wide Assemblies and are part of our daily morning announcements as well as on-going whole school Family House Team activities: They include:

- Belonging (Caring, Cooperating, Respecting)
- Generosity (Helping, Including, Sharing)
- Independence (Problem-Solving, Self-Regulating)
- Mastery (Persevering, Achieving)

When students demonstrate "The Husky Way" (often followed by a "Whoo-Ahh!") it means upon entering the school or when all people, both children and adults, are on school grounds, they:

- Say "Please".
- Say "Thank You".
- Say "Pardon".
- Remove their hat when inside the building.
- Stop and stand silently for Announcements.

PARENT ADVISORY COMMITTEE

Our education system values parents and includes them in a variety of ways. All parents are members of the Parent Advisory Committee (PAC) by virtue of being a school parent or guardian. PAC gives parents a voice in the educational decision-making process on local, district, regional, and provincial levels. The more parents involved, the stronger the voice when it comes to educational issues that affect our children. Highland Park's PAC has been very instrumental in shaping school decisions. As well, the PAC has been hugely supportive by providing our school with materials, equipment and programs through their consistent fund raising. All parents are encouraged to be active in the PAC and attend at least one meeting each year.

Briefly, the role of the PAC is to:

- ❖ Advise the school administration and staff on parental views about school programs, policies and activities
- ❖ Communicate with parents about programs,

- policies, and activities
- ❖ Assist with the School Growth Plan
- ❖ Co-ordinate hot lunch days
- ❖ Organize PAC activities and events
- ❖ Coordinate the Safe Arrival Program
- ❖ PAC meetings are held once a month during the school year. Everyone is encouraged to attend.

PAC Executive: Please check our website for current information

Parent support is extremely important in the creation of a positive, creative school climate. The school appreciates all the help parents give in volunteering for a wide variety of activities. If you are interested in volunteering, contact your child's teacher.

PARENT INVOLVEMENT

THERE ARE DIFFERENT WAYS THAT PARENTS SUPPORT THEIR CHILDREN'S LEARNING AT HIGHLAND PARK ELEMENTARY. SOME OF THESE ARE:

- Talking to children about learning and valuing education
- Assisting in school activities, field trips, sports events, etc.
- Providing a quiet place and time for homework
- Keeping in touch with teachers through the student planner
- Reading to/with their children every day
- Helping in the classroom
- Supporting/participating in the Parent Advisory Committee

PARENT VOLUNTEERS

All parent volunteers agree to abide by the following **Code of Ethics**:

1. Respect the confidentiality of the teacher and the children and refrain from discussing them outside the school situation
2. Practice tolerance and understanding towards the children and teachers with whom you come in contact. Be sensitive to the teaching role. Strive to be accepting of all children.
3. Be dependable. If you agree to undertake a task, follow it through by attending on the dates and times arranged. Be realistic about the amount of time you can spend. If you must be late or absent, please contact the teacher.
4. Be sensitive to the needs of your own child and, with the teacher, decide whether or not it is advisable to volunteer in your own child's classroom.

COMMUNICATION BETWEEN HOME AND SCHOOL

- ❖ a school PAC Facebook page "Highland Park Elementary PAC" has regular updates of school activities.
- ❖ our website which is updated frequently: <http://www.hpe.sd83.bc.ca/>
- ❖ For special events, detailed information is sent home directly
- ❖ Monthly newsletters are sent home (paper copy or via email) and posted online
- ❖ Please do not hesitate to call your child's teacher, the administration, or any staff member if you have a question, concern or praise!

REPORTING PERIODS

- ❖ Formal Student Learning Updates are issued three times per year (Fall, Winter and end of year). In the Fall, we do a Parent Conference as our first informal report. As well, there are two informal reports.
- ❖ If a parent has a concern **at any time**, they are encouraged to contact the classroom teacher to discuss the issue.



