

High Park School

Handbook 2022-2023

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PSD Vision, Mission and Priorities

Parkland School Division, and all of our schools, are committed to acting on our new vision, mission and foundational statements. These new statements, which emphasize student success and well-being, reflect the future-focused and innovative organization that we are today.

Our Vision

Our students possess the confidence, resilience, insight and skills required to thrive in, and positively impact, the world.

Our Mission

We assure supportive learning environments, meaningful experiences and healthy relationships that create opportunities to develop resilience, to gain diversity in perspectives and to achieve enduring success.

Foundational Statements

Our Ultimate Goal is Student Success and Well-Being.

We therefore value:

- Learning opportunities that are:
 - Purposeful
 - Essential
 - Relevant
 - Authentic
 - Responsive
- Excellence in achievement
- Trustworthy, respectful relationships
- Resilience with self-awareness

Kindergarten - Grade 9 Schedule

Bell Times	Breaks and Blocks
8:15-8:25am	K-6 students outside, Grade 7-9 students inside First bell goes at 8:25 for all students to enter the school
8:30-8:35am	Announcements / O Canada
8:35-9:05am	Block 1
9:05-9:35am	Block 2
9:35-10:05am	Block 3
10:05-10:20am	Recess
10:20-10:50am	Block 4
10:50-11:20am	Block 5
11:20-11:50am	Block 6
11:50am-12:20pm	Lunch
12:20-12:50pm	Recess
12:50-1:20pm	Block 7
1:20-1:50pm	Block 8
1:50-2:20pm	Block 9
2:20-3:05pm	Block 10
3:05pm	Dismissal
3:05-3:20pm	Outside Supervision

Early Education Schedule (Monday-Thursday)

Morning Class

8:15-10:45am

Afternoon Class

12:15-3:15pm

Unless students are involved in before or after school programs, they should not arrive at school before 8:15am and are expected to leave the school building by 3:15pm

ACCIDENT & INJURIES

In the case of an accident, first aid will be administered as needed and parents will be contacted if possible. In the event the injury is deemed serious, it is our practice to call an ambulance so medical assistance is available as soon as possible. Parents/Guardians are required to provide emergency contact information in the event that a parent/guardian cannot be reached. Teachers and administrators will act in “loco parentis” until a parent is contacted. **It is very important that changes to your phone numbers/ address be reported to the school office or updated through the [PowerSchool Parent Portal](#).**

ADMINISTERING MEDICATION TO STUDENTS

Parkland School Division acknowledges that the primary responsibility for administration of medications rests with the family and/or the appropriate medical personnel (see [PSD Administrative Procedure 782](#)). Whenever possible, medication (prescription or non prescription) needs to be given at home. However, it may be appropriate in certain circumstances for school staff to assist parents in the administration of medications to students. In each of these cases, parents are required to have completed the appropriate paperwork ([Request for Assistance to Administer Medication Form](#)) which includes written instructions and signatures of the parent and physician. These forms must be completed yearly and kept on file before any medication can be administered. Forms are also available through the school office. If you have any questions regarding the distribution of medicine to students, please speak to the school principal.

ALLERGY AWARENESS

High Park has a number of students who have serious allergies ranging from animals, insect stings, and food allergies. While we want to ensure their safety as much as possible, we also want to be reasonable in our requests to families. Therefore, our allergy policy will be based upon the following three principles:

- We will take reasonable steps to ensure the safety of children.
- We will educate our student and parent communities about the reality of allergies in our school.
- We are an allergy aware school. For example, students can bring peanut butter but may be asked to eat out in the hallway with a friend or on the other side of the room from the classmate with the allergy and then asked to wash their hands and eating area immediately afterward.

We ask that you keep these principles in mind. Please be mindful of the food you send in your child(ren)’s lunches and speak to your child(ren) about allergies.

ATTENDANCE

Students are expected to attend school every day and to arrive on time, unless they are ill, celebrating a religious holiday, or absent for some other unavoidable cause. Regular attendance is the responsibility of the student and the parent. School staff will assist whenever possible. When a child is going to be absent from school, the parents should email the school at highpark@psd.ca or call the office at 780-963-2222. Students are considered late to school if they are not in their classroom at 8:30 am. Students who arrive after 8:35 must obtain a late slip from the school office before they are admitted to class.

Should it be necessary for a student to leave school during regular class time for medical, dental or other valid reasons, parents are asked to email the office, call the school by telephone or send a note indicating the time the student needs to leave the school. This note should be shown to the classroom teacher and then be presented to the office where the student will sign out. Under NO circumstances is a student to leave the school during class time without signing out at the office. Ensuring our students’ safety once they enter the building requires parent permission be obtained by the office before a student can leave the building during regular school hours.

To be excused from Physical Education class for a prolonged time, a student must produce a medical certificate from a doctor.

Students who are absent, outside of scheduled PSD breaks, will be responsible for learning concepts and completing the assignments upon return. Students are responsible for catching up on all work they miss when they are absent.

If a student becomes ill during the school day, the student should seek permission from the classroom teacher to report to the office. Office staff will contact parents to make arrangements to be picked up from school. Parents or guardians should pick up their child at the school office if they are to leave the school during class time.

EMERGENCY RESPONSE

Parkland School Division's first priority is the safety, security, and well-being of our students and staff. While we hope our schools are never faced with an emergency situation, our goal is to be prepared to respond to an incident if one should occur. To that end we have taken numerous steps to better prepare our schools and school jurisdiction to deal effectively with emergency situations that could occur in or around a school during the school day. The Division has developed a comprehensive [Division Emergency Response Procedure](#), complemented by individual plans tailored for each school. Should an emergency arise these plans will be implemented. Check the Division website www.psd.ca for procedures to follow in the event of an emergency. In order for our Emergency Response Plan to be effective, we depend on the cooperation and assistance of many people, including the police and fire departments, and parents. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees.

*****In The Event Of An Emergency: Do not call the school or your child's cell phone.*****

Note: It is very important that changes to your phone numbers/ address be reported to the school office or updated through the PowerSchool Parent Portal.

We understand and respect your concern, but it is essential that the phone systems be available for emergency communications. If you call the school, you will tie up lines and systems required for communicating with emergency responders and may inhibit our ability to send or receive critical information. By calling your child's cell phone, you could potentially put them in harm's way, depending on the nature of the crisis. We will ensure that you get the information you need by contacting you.

The quickest way to receive emergency information: There are many ways for you to quickly and accurately receive emergency announcements and status reports without having to call your child's school.

- Visit the Parkland School Division [website](#) for updated notifications, the latest news will be posted on the front page.
- Call the Centre for Education at 780-963-4010. • Tune into a local radio or television station.

What happens during a Lock-Down or Shelter-in Place? In the event of a lock-down or shelter-in-place, the school will be locked with NO arrivals or departures of anyone including staff, students or parents. You will not be allowed to pick-up your child until after an "all clear" is given and established student release procedures are in order. This procedure will be strictly adhered to under all circumstances. Please do not go to the school until instructed to do so.

What if the school is evacuated? It may be necessary to keep the streets and parking lot clear for emergency vehicles. If it's necessary to evacuate the school, students will gather at a primary assembly location, pre-determined by each school, to ensure their safety. Students will remain at the assembly location until they are returned to the school or released to their parent/guardian. Depending on the severity of the situation, students may be transported to a secondary assembly location away from the school. You will be notified of this via the Division website and the media. [Procedures for Parent-Child Reunion](#)

FEES

The following fees are charged to each student's account at the beginning of the school year:

Cultural Fee – used for various cultural events and presenters to the school

Field Trip Fees – fees are assessed annually and updated on Powerschool

Swimming- fees are collected for grade 2 and 5 when students are registered

Other fees that can be charged to a student's account will be to cover Career and Technology Foundations courses classes (grade 7 – 9 students), extracurricular activities, lost or damaged books. All fees can be paid by cash or cheque (payable to PSD70) at the school office, by credit card at PSD main office, or through the [PowerSchool Parent Portal](#).

FIELD TRIPS

Field trips are taken at the discretion of the teacher in conjunction with the Alberta curriculum. Students must have a signed permission form to participate/attend field trips.

INCLEMENT WEATHER

While the PSD Transportation Department may choose to cancel the operation of buses under extreme weather conditions as outlined in [PSD Administrative Procedure 750](#), High Park School remains open on all instructional days. The final decision to send a child to the bus stop or to the school rests with the parents, even though buses may be non-operational. Students will be outside in the morning and at recesses unless the temperature and/or wind-chill indicate an indoor day.

Please check the PSD Website for information on [bus status](#).

LOCKERS

All students in grades 6-9 are assigned a locker. Some students in grade 5 will have assigned lockers outside of their classroom. Students with lockers outside of their classroom are provided with school locks. Students are not permitted to bring their own locks. A student will be charged a \$7 fee if the school lock is lost. **Students are reminded not to give out the lock combination to anyone else, except homeroom teachers.** Students are reminded that the lockers are school property and as such are subject to inspection. In the event of misuse, locker privileges may be taken away for a period of time. Students are responsible for keeping the locker clean and free of any stale food/soiled clothing.

LUNCH ROUTINES

Students are provided an assigned supervised place for eating lunch and allotted recreation time. All students in kindergarten through grade 6 are expected to remain on school grounds during the entire lunch hour. Students in grades 7-9 can have an off-campus form signed by a parent to grant them permission to sign out for their lunch break, when they return to the school ground these students are expected to join their class in their assigned area.

STUDENT DROP OFF & PICK UP

In an ongoing effort to reduce traffic congestion and ensure the safety of students, parents will access the designated **drop off zone**. The **drop off lane** area will allow parents to maintain visual contact with their children until the children reach the designated supervised area before and after school.

TEXTBOOK & OTHER MATERIALS

All textbooks are provided to students by the school, and all students are responsible for their assigned textbooks. It is expected that students will return the texts in the condition in which they were loaned. Lost, missing, or damaged texts will be assessed at the cost of replacement and an invoice will be added to your account on your [PowerSchool Parent Portal Account](#).

HOME & SCHOOL COMMUNICATION

At High Park we recognize the vital role that effective communication between home and school plays in student success. It is with this in mind that we facilitate this communication through various methods:

- High Park Website
- High Park School Facebook page
- School and class weekly emails
- Student led conferences and student/parent/teacher interviews
- “Remind” texts
- Google Classroom
- Agendas
- Email
- Phone calls and face-to-face conversations (both in person and virtual)

HOT LUNCH

Hot Lunch is offered to students by the PAL from October to May. More information can be found on our High Park school website under [Lunch Program](#).

NEWSLETTER

School messenger is used to send weekly updates to families about the upcoming goings on at the school. We also recommend you subscribe to our school website calendar to keep up on the latest events.

PARENTS RIGHTS & RESPONSIBILITIES

RIGHTS

- To ask questions and express concerns over their child’s educational program and to know these will be dealt with in a confidential manner.
- To be contacted and consulted with regard to any difficulties their child may be experiencing in the school programs.
- To expect that school discipline is being administered to their child in a consistent, fair, and effective manner.
- To expect that appropriate support services are secured when necessary for the benefit of their child.
- To expect that the staff employed by the Division are well prepared role models who care about their students.
- To be treated with respect and dignity.

RESPONSIBILITIES

- To recognize that the teacher acts in the place of the parent/guardian while the child is in school.
- To teach and require of the child a respect for law, for authority, and for the rights and property of others.
- To take an active interest in the child’s school activities, report cards and general academic and behavioral progress.
- To cooperate with the discipline programs established by the Board of Education and individual classroom programs.
- To make staff aware of situations that may be affecting the child’s behavior in school.
- To ensure that attendance at school is regular and dress is appropriate.

POWERSCHOOL PARENT PORTAL

Do we have your most up-to-date information? Please update your information today on PowerSchool.

PowerSchool allows you to update information, access attendance info, report cards and pay fees. You can also receive important attendance and other messages right to your inbox.

For more info, please visit: <https://powerschool.psd.ca/public/home.html>

If you need assistance with PowerSchool, please contact the school and we will be happy to help you.

SCHOOL COUNCIL & FUNDRAISING

The purpose of the High Park School Council is to provide teachers and parents and community members an opportunity to meet and discuss the education of our community's children and to work together to enhance student learning. This council meets once a month at the school.

High Park School has a fundraising group that raises money through a variety of activities in order to support learning and special projects at High Park. The Society has raised money for playground equipment, student technology, production lighting and various events throughout the school. All parents/guardians are invited to be part of this group which meets once a month at the school.

VOLUNTEERING

Parent and community involvement at High Park is encouraged. If you are interested in an opportunity to learn more about the school community, meet new friends and experience the joy of serving, consider joining our team! The goal of our volunteer program is to provide support for staff and students in aid of student learning, and to develop an environment that promotes friendly two way communication between home and school by providing opportunities for parent involvement in the education of their children. Please contact your child's teacher or the front office staff if you would like to volunteer. All volunteers are required to complete:

- A [Volunteer Registration form](#) available on our website. Search "Volunteer"
- Sign a Confidentiality Agreement
- Provide a Criminal Record Check.

[PSD Administrative Procedure 316](#): Volunteer Requirements and Vulnerable Sector Verification

ALCOHOL/DRUGS/VAPING

Using, sharing, selling, or being in possession of tobacco, electronic smoking (e-cigarette/vaporizer), drugs, inhalants or alcoholic beverages is prohibited on school property, in a school bus, or at school-approved events. If a student or student(s) are found to be in possession of or under the influence of these substances during the school day, or in the close vicinity of students who are using these substances, they may be subject to suspension or expulsion.

WASHROOMS

Washrooms and change rooms are private areas. Under no circumstances should more than one student be present in a toilet cubicle or stall at the same time, as this is a violation of our Student Code of Conduct as it creates an unsafe environment for students. Students who share a washroom cubicle may be subject to disciplinary action.

CLASSROOM MANAGEMENT PROCEDURES

1. Students are expected to behave in a way that does not disrupt the flow of the classroom environment.
2. Students who are disruptive may be given an alternate work area for a period of time.
3. Students may be referred to the office and/or receive a parent contact for repeated classroom disruptions.

CLUBS & EXTRACURRICULAR ACTIVITIES

A number of programs are available for students at High Park School, depending upon the interests of students and availability of personnel. Teachers volunteer their lunch breaks and before and after school time to coordinate and supervise these activities. Most extra-curricular activities require participants to pay a user fee before participating. User fees will be determined, assessed, and communicated to participants at the beginning of the activity.

CODE OF CONDUCT

Our Student Code of Conduct exists to ensure that each student and staff member has access to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. The Code of Conduct ensures that our school promotes a culture of wellness that:

- Establishes and maintains a welcoming, caring, respectful, and safe learning environment for all students, staff, families and the greater community;
- Establishes and maintains an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community;
- Establishes and publishes expectations for student behavior while at school, at a school-related activity, or while engaging in an activity at any time that may have an impact on others in the school;
- Ensures that healthy environments exist in all schools that are free from fear, discrimination and harassment while promoting inclusive strategies to ensure that every student is treated with respect and dignity. Parkland School Division is a place where exploration, creativity and imagination make learning exciting and where all learners aspire to reach their dreams.

The following commitments are essential to a successful school program and purposeful life:

- **High Park students will pursue academic excellence and show respect for teaching and learning to the best of their ability.**
- **High Park students will promote responsibility, respect and kindness.**
- **High Park students will demonstrate strong positive character.**
- **High Park students will accept and honor all people including those who appear different from themselves.**
- **High Park students will treat all members of the school community with courtesy and respect.**

In keeping with a commitment to the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, in the Parkland School Division everyone is accepted and experiences a sense of belonging. The Division supports the endeavors of staff, students, parents and the community to promote positive student behavior and conduct throughout our community of schools.

Parkland School Division has a responsibility to ensure that each student enrolled in a school operated by the Board and each staff member employed by the Board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

All stakeholders in the success and well-being of students, and especially the students themselves, are expected to recognize their responsibilities in developing student self-discipline within a culture of wellness. Staff members and students will not be discriminated against as provided for in the Alberta Human Rights Act or the Canadian Charter of Rights and Freedoms.

High Park Discipline Policy

At High Park School, we believe that students have the right to learn without interference; to participate without intimidation; to be treated with respect and to be safe and secure. Discipline is seen as an ongoing process rather than an event. Success is most likely to occur when home and school work together in the best interest of the child. Students are encouraged to make positive choices. Students are held accountable for their own behaviour. Cooperation, mutual respect, and trust, create a positive school environment for growth and learning. Students found to not be following the expectations for behaviour will be held subject to the consequences outlined in Parkland School Division Administrative Procedure 360.

Academic Expectations

Students are expected to bring materials to class, participate actively and positively in class activities, and complete assigned homework to the best of their ability. These behaviours are essential for students to reach their academic potential.

Playground Safety

Students are expected to play safely and use equipment wisely. Playgrounds are typically accessed by students in K-6 for the most part during recess time. If a Grade 7-9 student is on the playground and behaving in a respectful manner they are welcome to continue to use the equipment, if behaviour becomes a concern they may be referred to the office. In addition, there are basketball nets in the tarmac for all grades to play with. In the field there are places to play football, soccer, baseball and even Frisbee. Students are to be mindful and play with students of the same age. Supervisors are out and about to ensure safe playing is occurring.

Respect for Others

Students are expected to demonstrate respect for others by being courteous and well mannered, being tolerant of others, being cooperative with school staff, using appropriate language, observing safe practices, and being accountable to all members of the school community. Harassment of others, in any form, will not be tolerated.

Respect for Property

Students are expected to respect and care for the property of others. Damage, theft, or misuse of school or personal property is unacceptable behaviour and students will be subject to appropriate disciplinary action, and may be expected to pay or compensate in some way for the damage. Students are expected to assist in keeping our school a place to be proud of that is safe and clean.

Respect for Self

Students are expected to show respect towards themselves and their own property. No student in our school is old enough to legally purchase/possess/use tobacco or alcohol products. It is illegal for them to purchase/possess illicit drugs. Students in possession and/or using these substances will be faced with suspension and possible expulsion.

Specific Guidelines

The following specific guidelines help to create a positive learning environment:

- During recess and lunch students are to play outside (other than during inclement weather), within school boundaries
- Snowballs, sticks, rocks, and sand must not be thrown
- Fighting is not allowed; piggy backing and play fighting are not permitted as they often lead to further problems
- Students are asked to leave toys of personal value at home as we are not responsible for them.
- Students are not expected to remove their hats/caps/hoods in the school other than for O Canada, speakers and assemblies.
- From time to time a school ban may occur due to high incidences of disrespectful behaviour.

Student Dress Standards

Students are expected to dress in appropriate clothing when attending High Park. Rather than trying to describe the things that they can't wear we are focusing on helping them to make appropriate choices that demonstrate respect for themselves. In the same way that discipline is an individual journey and will require more or less guidance on an ongoing basis.

High Park School is a professional learning environment and students are expected to dress respectfully for such an environment. Dress regulations include:

- Clothing that promotes alcohol, drugs, inappropriate language, or racial and/or sexual references (directly or implied) is not acceptable;
- Students are not allowed to wear clothing that is clearly revealing. Students in violation of this dress expectation will be asked to put on appropriate clothing and/or offered a suitable alternative article of clothing to use for the remainder of the day.
- Wearing hats in class is a matter left to the discretion of the classroom teacher;
- Always wear appropriate footwear;
- Special rules may be made by teachers for their particular subject area (e.g. close toed shoes for CTS courses);
- Accessories deemed to be potentially dangerous to the wearer or others, may not be worn in school

Bikes, Scooters and Skateboards

All bikes, scooters and skateboards are expected to be locked and secured outside of the school on one of the racks provided. There are two main bike racks at the front of the school and beside the tarmac and three skateboard/scooter racks by the Grade 5-9 entrance. Students are expected to bring a lock and secure their belongings during the day. Scooters and Skateboards that are left in the boot room may be removed and stored in an alternate location and returned to students at the end of the day.

Electronics Policy (iPods, Cell Phones, etc.)

Many students come to school each day with personally owned devices (cell phones, iPods, etc). Several of our classes are involved in a Bring Your Own Device (BYOD) initiative and students use these devices (typically iPads, Chromebooks or Laptops) throughout the day to complete their work. Students using personally owned devices during the school day are expected to demonstrate respect and to follow the direction of staff (i.e. if a staff member asks a student to put a device away it is expected that they comply with this request).

General Expectations

- Students are not to have their cell phones during class time.
- If a cell phone is required for a lesson, teachers will inform students in advance to bring it to class.
- Students will have access to their cell phones during their recesses and lunch time.
- Teacher discretion is also used for other student-owned devices such as laptops, chromebooks and iPads. If these become a classroom distraction or disruption, the below steps will be taken.

Consequences for Misuse

First Offence- Staff will ask the student for the device and it will be kept until the next break. Teacher will contact parents to notify them that the device was confiscated.

Second Offence- The student will be referred to the office and the device will be confiscated until the end of the school day. Administration will contact parents/ guardians to inform them that the next time the device is confiscated, they will be required to pick up the device at the end of the day, or a later time at their convenience.

Subsequent Offences- The student's device will be confiscated for the duration of the school day. Parents will be contacted to

notify them that the device was confiscated and to arrange a meeting to determine a way forward and to pick up the device.

*** If at any time the student refuses to provide the device when it is requested, they will be sent to the office and will move to the second level on the above scale. ***

Parkland School Division Code of Conduct

In Parkland School Division, all members of our school community are expected to promote and demonstrate respect, civility and responsible citizenship.

With these goals in mind, everyone must:

- Demonstrate honesty and integrity.
- Respect differences in people, their ideas and their opinions.
- Acknowledge the right of everyone to be treated with dignity, at all times.
- Take appropriate measures to help those in need.
- Use non-violent means to resolve conflict.
- Honour the role(s) of persons in positions of authority.
- Show care and regard for school property and the property of others.
- Comply with all applicable federal, provincial and municipal laws.

We are all models for the kinds of citizens we desire to be. We teach and learn by example.

The Division's expectations for conduct are outlined in the following documents:

- [Board Policy 18: Role of the Student](#)
- [Administrative Procedure 180: Belonging and Identity](#)
- [Administrative Procedure 360: Student Discipline](#)