

High Park School

Handbook 2023-2024

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Table of Contents

2023-24 Bell Schedule	3
Bell Times	3
Breaks and Blocks	3
Early Education Schedule	4
Morning Class	4
Afternoon Class	4
ACCIDENT & INJURIES	4
ADMINISTERING MEDICATION TO STUDENTS	5
ALLERGY AWARENESS	5
ATTENDANCE	5
EMERGENCY RESPONSE	6
FIELD TRIPS	6
INCLEMENT WEATHER	7
LOCKERS	7
LUNCH ROUTINES	7
STUDENT DROP OFF & PICK UP	7
TEXTBOOK & OTHER MATERIALS	7
HOME & SCHOOL COMMUNICATION	7
HOT LUNCH	8
NEWSLETTER	8
PARENTS RIGHTS & RESPONSIBILITIES	8
POWERSCHOOL PARENT PORTAL	9
SCHOOL COUNCIL & FUNDRAISING	9
VOLUNTEERING	9
ALCOHOL/DRUGS/VAPING	9
CLASSROOM MANAGEMENT PROCEDURES	9
CLUBS & EXTRACURRICULAR ACTIVITIES	10
CODE OF CONDUCT	10
High Park School Code of Conduct	10
Parkland School Division Code of Conduct	11
With these goals in mind, and in full consideration of grounds of discrimination set out in the Alberta Human Rights Act, every person shall:	11
*DISCIPLINE POLICY AND PROCEDURES	11
*ACADEMIC EXPECTATIONS	12
STUDENT DRESS	12
BIKES, SCOOTERS AND SKATEBOARDS	12
*CELL PHONE POLICY FOR 2023-2024	13

**2023 - 2024
CALENDAR OF EVENTS**

AUGUST / SEPTEMBER		JANUARY	
Aug. 28	Office Opens 8:00am - 3:30pm	Jan. 8	First Day of School after Winter Break
Sep. 4	Labour Day – No School	Jan. 11	Grade 9 Immunizations
Sep. 5	First Day of School	Jan. 30	Report Cards Term 1 Available Online
Sep. 6	Immunization Education Session Grade 6	Jan. 31	End of Q2 - CTF Courses
Sep. 7	Meet the Teacher Night 5:30pm-7:00pm	FEBRUARY	
Sep. 14	Cross Country Run @ Blueberry School	Feb. 8 & 9	Teachers' Convention-Students do not attend
Sep. 21	Cross Country Run @ Living Waters School	Feb. 16	Staff P.D. Day - Students do not attend
Sep. 22	Terry Fox Run	Feb. 19	Family Day - No School
Sep. 26	Picture Day - Early Ed - Gr. 9	MARCH	
Sep. 27	Picture Day - Kinder M/W	Mar. 4	PCAA Jr. Basketball Finals
OCTOBER		Mar. 11	PCAA Sr. Basketball Finals
Oct. 5	Cross Country Run @ Woodhaven School	Mar. 11 - 15	Scholastic Book
Oct. 6	Staff P.D. Day - Students do not attend	Mar. 15	Spring Fling
Oct. 9	Thanksgiving Day - No School	Mar. 20 & 21	Parent Teacher Interviews (Wed & Thu)
Oct. 10	Grade 6 Immunizations Round 1	Mar. 22	Staff P.D. Day - Students do not attend
Oct. 16 - 20	Scholastic Book Fair	Mar. 25 - 28	Spring Break - No School
Oct. 12	Cross Country Run @ Meridian Heights	Mar. 29	Good Friday - No School
Oct. 11 & 12	Parent/Teacher interviews (Wed & Thu)	APRIL	
Oct. 19	Cross Country Run @ High Park	Apr. 1	Easter Monday - No School
Oct. 24	Photo Retake Day - Early Ed - Grade 9	Apr. 15	Grade 6 Immunizations Round 2
Oct. 27	Halloween Hoopla	Apr. 19	End of Q3 - CTF Courses
Oct. 27	Kinder PD Day - No Kindergarten students	MAY	
NOVEMBER		May 6 - 9	PCAA Badminton Playoffs & Final
Nov. 1	Take Your Kids to Work Day (Grade 9)	May 15	Volunteer Tea – Open House
Nov. 7	PCAA Jr. Volleyball Finals	May 17	Staff P.D. Day - Students do not attend
Nov. 8	PCAA Sr. Volleyball Finals	May 20	Victoria Day - No School
Nov. 10	Remembrance Day Ceremony	May 24	East Zone Track Meet
Nov. 10	End of Q1 - CTF Courses	TBA	High Park Track Meet
Nov. 13-17	Fall Break - No School	May 31	PCAA County Track Meet
Nov. 22	Immunization Education Session Grade 9	JUNE	
Nov. 24	Kinder PD Day - No Kindergarten students	Jun. 4	Zone 5 Track Meet (Sherwood Park)
DECEMBER		Jun. 14	Grade 9 Farewell & Gr. 7-9 Awards Ceremony
Dec. 13	Christmas Concert (Kinder - Gr. 3)	Jun. 21	National Indigenous Peoples Day
Dec. 14	Christmas Concert (Grade 4 - 6)	Jun. 27	End of Q4 - CTF Courses
Dec. 22	Staff P.D. Day - Students do not attend	Jun. 27	Last day of School
Dec. 25-Jan. 5	Winter Break – No school	Jun. 27	Report Cards Term 2 Available Online
Please note: All Dates and Events are subject to change.		Jun. 28	Staff P.D. Day - Students do not attend

2023-24 Bell 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
8:30-9:10am	Block 1
9:10-9:50am	Block 2
9:50-10:05am	Recess
10:05-10:45am	Block 3
10:45-11:25am	Block 4
11:25am-12:05pm	Block 5
12:05pm-12:35pm	Lunch/Recess
12:35-1:05pm	Recess/Lunch
1:05-1:45pm	Block 6
1:45-2:25pm	Block 7
2:25-3:05pm	Block 8
3:05pm	Dismissal
3:05-3:15pm	Outside Supervision

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. Please be aware that supervision is not provided outside of these hours.

School Policies

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:

High Park School Code of Conduct

- 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.

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.

[Parkland School Division Code of Conduct](#)

In Parkland School Division, every person shall:

With these goals in mind, and in full consideration of grounds of discrimination set out in the Alberta Human Rights Act, every person shall:

- 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
- Refrain from, report and refuse to tolerate bullying or bullying behaviour, even if it happens outside of the school or school hours or electronically.

Discipline Policy

Discipline practices at High Park School align with [Parkland School Division Administrative Procedure 360: Student Discipline](#), as well as with our belief that, with the support of parents, students and staff, students can make appropriate choices for their behaviour. Students are expected to make choices that maintain and foster a safe, caring, supportive and inclusive learning environment for all members of our learning community.

When students do not adhere to the High Park School Code of Conduct, the following disciplinary principles will be considered:

- Student Learning
- Student safety
- Communication with parents/guardians
- Corrective discipline
- Thoughtful consideration of each situation and individual

Grounds for Disciplinary Action

Discipline promotes safe and orderly learning environments within High Park School. While it is not possible to reasonably foresee all grounds for disciplinary action, in addition to failing to adhere to the High Park School Code of Conduct, clear examples of unacceptable behaviour that could lead to disciplinary action, include:

- Discrimination in any form as defined in the Alberta Human Rights Act;
- Any action deemed non-compliant or in contravention with:
 - Alberta School Act Section 12
 - Parkland School Division Board Policy 18
 - Parkland School Division Administrative Procedure 350
 - School codes of conduct
- Conduct which threatens the safety of students and/or staff;
- Conduct that is injurious to the physical or mental well-being of others in the school;
- Conduct which inhibits the process of learning for others;
- Mean behaviour;
- Bullying and cyberbullying;
- Subjecting incoming students to forms of punishment or indignities (hazing/froshing);
- Harassment or sexual harassment (as defined by [Division Administrative Procedure 736](#));
- Damage to property;
- Abuse of the Division computer network, the internet, email or any electronic privileges;
- Tampering with fire, fire alarm or safety equipment;
- Possession of a weapon or weapon replica on a student's person, or in a student's locker or desk, that is dangerous to students and staff;
- Displaying or brandishing a weapon or weapon-replica in a threatening or intimidating manner;
- Assaulting another person;
- Possession, being under the influence of, use of, or trafficking of any of the following substances in school and on school/Division property or at school/Division related events or activities:

- Tobacco products (including vapour or e-cigarettes);
- Illegal drugs;
- Alcohol;
- Inhalants;
- Possession of drug paraphernalia, including any item used in connection with ingesting, selling and/or distributing prohibited substances.
- Conduct that displays an attitude of willful, blatant or repeated refusal to comply with school rules.

Disciplinary Actions

At High Park School discipline refers to specific corrective learning—and not punishment—that is intended to build the foundational behaviours and habits of mind that will contribute to our student’s well-being and success, as well as contribute to the creation and maintenance of a safe, caring, inclusive and respectful learning environment for all.

Learning shall be the foundation and primary consideration of any disciplinary action. Disciplinary actions may include, but are not limited to:

- Problem-solving, monitoring, or reviewing behaviour expectations with student and reprimand;
- Parental involvement that may include a Disciplinary Hearing as outlined in Administrative Procedure 360: Student Discipline;
- Assignment of designated tasks;
- Temporary removal of privileges;
- Detention of student
- Implementation of an in-school short-term opportunity placement
- Behavioural contract with student;
- Suspension from riding the school bus;
- Suspension from school;
- Involvement of police; and/or
- Expulsion from school (by the Board upon recommendation of the Principal).

At High Park School staff recognize that effective disciplinary practices can help lead to positive development. Some disciplinary measures that do not contribute to the development of appropriate student citizenship and will not be used with our students are:

- Bullying, harassment, teasing, or humiliation;
- Corporal punishment or physical attacks or threats upon the student;
- Mass detention or mass punishment aimed at specific individuals or groups; and/or
- Verbal attacks in the form of yelling, sarcasm, profanity, racial, or derogatory remarks based on gender or personal references.

Progressive discipline principles will be used whenever possible to resolve and address behavioural challenges:

- Learning – and not punishment – shall be the foundation and primary consideration of any disciplinary action. To this end, wherever possible, teaching a child what to do is preferable to making a rule about what not to do;
- Student safety is immediate – appropriate disciplinary decisions and actions may take time;
- The parent(s) or guardian(s) shall be informed in disciplinary actions that pertain to their own child while respecting the privacy of other children who may be involved;

- Corrective discipline, wherever and whenever possible, shall be a private activity that maintains all students' sense of dignity;
- Codes of conduct, wherever possible, should be written as positive messages of what one should do, rather than what one should not do; and
- Disciplinary action and/or consequences shall consider the specific and unique special needs of any student.

Academic Expectations and Homework Help Room

Students are expected to come to class prepared with all required materials, participate actively and positively in class activities, and complete assignments by the communicated due date. Timely assignment completion is most beneficial for learning. Students requiring additional support to complete assignments will be provided with support over the lunch hour in our homework help room.

Keeping up with schoolwork and time management are important skills for academic success. It is our expectation that students will adhere to deadlines and due dates for assignments. If a student falls behind in their work or does not complete an assignment on time, the following steps will be followed:

1. On the first day an assignment is late, a notification will be communicated home using the established communication method, and the student will be offered support in the homework room over the lunch hour. Students are expected to attend the homework room to work on the assignment until it is complete, and/or to make arrangements to complete the assignment **within three school days of the due date**. Extensions may be granted if the student requires additional time and is demonstrating efforts to complete the work.
2. If no visible efforts have been made or communicated with the teacher to complete the assignment within three days, a phone call or email home will be made to involve parents in problem-solving after the third day.
3. Following this, if no reasonable effort is made to complete and hand in the required work within a reasonable and agreed-upon period of time, a grade of "zero" (or a grade based on work completed) will be entered into the student gradebook so that parents and students have a record of the task and can see the impact of this grade on the students' achievement. Students are encouraged to follow up with their teacher as soon as possible to find alternative ways to address this grade.
4. If, after all above reasonable efforts have been made, the assignment is still incomplete the student will receive a grade of **zero** for the missing assignment.

Assessment and Reporting

Teachers Powerschool to communicate and report grades to parents. Please ensure you have set up your Parent Portal and that you access it frequently to get information about your child's learning.

Report cards are sent through Parent Portal twice yearly - mid-year and at the end of the year. There are two parent-teacher conferences scheduled throughout the year. Your child's teacher will communicate with you regularly about your child's learning, depending on the method that is appropriate for the age and grade level of the student. If you have questions or concerns about your child's learning, please reach out as soon as possible so we can keep you informed and resolve any concerns you may have.

Teachers at High Park School use a variety of methods to gather information about student learning, and to communicate this with parents and guardians. As a parent, you can expect that:

- Assessment is an ongoing process and happens continually throughout learning activities
- Students are given many opportunities to demonstrate their learning
- Assessment tasks must consider the nature of the learning to be demonstrated (i.e. performance tasks vs. paper-and-pencil tests)
- Teachers are required to use their professional judgment when evaluating a student's learning
- Assessment is timely - what a student demonstrated in the past may not be what they demonstrate at present
- Timely feedback is an essential step in moving student learning forward
- Expectations and learning outcomes are communicated clearly with students in a way that they understand what is expected of them
- Ongoing, regular communication about student learning with parents occurs throughout the year, and not just at report card time
- Parents of students in grades 5-9 are encouraged to access Parent Portal to check student grades regularly for marks and comments that communicate about student learning.

Concerns about assessment or reporting of learning should be directed first to the classroom teacher. If, after doing so, you feel your concern is not handled appropriately, please direct concerns to school administration.

Cell Phones and Technology Policy

All Parkland School Division schools have instituted a Responsible Use of Technology Agreement. A copy of the agreement must be signed by each student in order to access computer technology in the school. In the event that there is a breach in the agreement (i.e. downloading software/files, viewing/searching for inappropriate material, or any other misuse/vandalism of the technologies) students may lose access privileges to computers/internet at the discretion of the school administration.

Our school welcomes the use of student-owned Chromebooks or laptops to enhance learning and home/school communication, however, these are not required and the school will provide each student with a device to use at school if needed. If the use of a school-owned Chromebook or a personally-owned device in class is distracting from student learning, the student will lose this privilege. If guidelines for use are not followed, the student may have their personal device confiscated to be picked up at the end of the school day, and/or the student may lose the privilege of bringing their own device to the school. We continue to work with our students to help them learn how to use technology in meaningful, responsible ways.

Cell phones are not to be used during the school day by students in grades K-6. Cell phone use is not permitted during class or non-instructional time unless permitted by a staff member. Students will be expected to keep their phones in their lockers. Students in grade 7-9 will be provided time to check messages at the start of each break and then will be expected to return their phone to their locker if they are remaining at school for the break. If the guidelines for use are not followed, the student will turn in their phone, and it can be picked up at the end of the school day. If problems persist, the student could lose the privilege of having their phone at school. It is important that our students understand appropriate use for personal devices and we will do our best to help them learn. While we recognize cell phones have become a modern place in society, the use of technology at school is for learning purposes. This policy extends to other electronic devices such as smart watches and wireless earbuds, for example. In the event you need to relay information to your child, our office staff can always be reached by calling the office at 780-963-2222.

Lunch Routines

Students are provided an assigned, supervised place for eating lunch and for their recreation time.

All Grade K-6 students are expected to remain on school grounds (Grade 7, 8 & 9 students are also encouraged to remain on school campus, but are permitted off campus with signed permission) unless arrangements to walk home for lunch have been communicated from home to school staff. Parents who would like their child to go home for lunch are asked to complete the [Lunch Permission Form](#) and return it to the office. Students are not allowed to leave campus without written consent. All students are expected to return on time and to be prepared for classes prior to the afternoon bell.

Students who have provided the school with written parental permission to leave campus during the lunch recess, must leave campus at the start of lunch recess and return at the end of lunch (12:05-1:05 pm).

Student Dress

Students are expected to dress in appropriate clothing when attending High Park. High Park School is a professional learning environment and students are expected to dress respectfully for such an environment. If a student is found to be wearing clothing not in line with these expectations, they will be provided with an opportunity to change or to access more suitable clothing. Appropriate guidelines include:

- Clothing that promotes messaging not appropriate for school (i.e. alcohol, drugs, language, sexual references, or clothing with messaging that is not respectful) is not considered acceptable for the school environment.
- Students are not permitted to wear clothing that is clearly revealing. Underwear/undergarments should not be visible, and bums/bottoms need to be covered at all times.
- Appropriate footwear is required within the school and may vary between activities due to safety requirements.

Application of the Dress Code:

The dress code outlined above is intended to provide general guidelines and does not consider every possible situation or clothing item that may be presented. As such, staff will consider the purpose as outlined within this dress code, in addition to applying their judgment as the adults managing our learning environment when interpreting this dress code.

Should a student be in violation of the dress code, a staff member will respectfully ask the student to:

- Adjust the garment if applicable (e.g. ask a student to pull up their pants).
- Put on an additional piece of clothing (e.g. put on a sweater over an inappropriate top; use a belt to hold up pants).
- Access additional clothing (e.g. use their PE clothes, borrow from a friend etc.). If a student has no other clothing available, they will be offered clothing from our PE department.

If none of the above solutions are accepted by the student, they will work in the office until a parent or designate can bring an alternate piece of clothing.

Helpful Information for Parents

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” meaning that we recognize that allergens may be present in the school but we work together to minimize risk of exposure where possible. 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. Different classrooms may have different procedures in place according to the nature of allergies present in the classroom. We consider the age and maturity of the individual with allergies and their ability to take steps to mitigate contact with their allergen(s) when determining classroom and schoolwide procedures. Please ensure that your child’s allergies and medical information is relevant and up to date with our school office.

Attendance Procedures

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.

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.

Bikes, Scooters and Skateboards

Racks are provided for students to lock and secure bikes and scooters while at school. The school is not responsible for any personal belongings left on these racks. Students are expected to bring their own locks to secure these belongings during the day. Bikes, scooters and skateboards are not permitted inside the building, and must not be ridden during the school day on school property, due to safety concerns. By provincial law, bicycle helmets are mandatory.

Clubs and 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. There is a high standard of behaviour and commitment expected for students participating in extra-curricular activities, as well as for parents who attend these events (i.e. games or performances).

Students who join an extracurricular or athletic program are held accountable for their academic and behavioural choices and will be required to place these priorities first. Commitment is also required as it is essential to the success of the team. Participation in extracurricular activities is a privilege that comes with responsibility. At the Principal's discretion, students may be removed temporarily or permanently from a team, club or activity if they are not meeting the established expectations.

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
- Parent/Teacher conferences
- "Remind" or "SeeSaw" texts
- Google Classroom
- Agendas
- Email
- Phone calls and face-to-face conversations (both in person and virtual)
- Regular Gradebook updates in Powerschool

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.

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 the [Lunch Program](#).

Lockers

Students in grades 7-9 are assigned a locker. Some students in grade 5&6 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.

Parental Rights and 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, gradebook, report cards and pay fees. You can also receive important attendance and other messages right to your inbox. For more info, please visit [PowerSchool](#).

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

School Council and Fundraising Society

The purpose of the High Park School Council is to provide teachers, 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, learning initiatives, 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.

Student Drop-off and 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. Please note that the drop-off zone is to be kept clear for quick drop-offs and pickups, and not for parking. Please use extreme caution when entering the staff parking lot area as the crosswalk is frequently used by students and families arriving to and departing from school. The bus lane is not to be used by parents during pickup or dropoff times.

Textbooks and 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](#).

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 is available on our [website](#).
- Sign a Confidentiality Agreement
- Provide a Criminal Record Check

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

Emergency Response Procedures

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 Plan](#) 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. *****

We understand and respect your concern, but it is essential that the phone systems be available for emergency communications. When parents call the school during such an incident, this ties up phone lines 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 <https://www.psd.ca/> 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.

Accidents and 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](#).**

Severe 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](#).

In the interest of student safety, from time to time it may be necessary to modify or adjust school activities and schedules in the event of severe weather.