



Dear Students and Parents:

Welcome to High Park!

We are excited to start another amazing year as part of the community of High Park school and look forward to a year of learning and excitement! On behalf of all the High Park staff, we would like to welcome all the newcomers to High Park and look forward to getting to know your family. We are proud to be a part of your school community. To all the returning families, welcome back! We hope you have all had a great summer break and look forward to another successful school year.

Included in this handbook, you will find the general school information that we believe will be helpful and contains some important information you should know. Please review the material in this handbook and discuss it with your child. We hope you will keep it in a convenient place for future reference.

If you have any questions, concerns or bouquets, please let us know. We look forward to working together to assist our students in achieving enduring success.

Sincerely,

A handwritten signature in blue ink that reads 'Bryn Spence'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Mr. Bryn Spence
Principal

A handwritten signature in black ink that reads 'Shauna Wray'. The signature is cursive and elegant, with a long vertical stroke at the end.

Mrs. Shauna Wray
Assistant Principal

Parkland School Division No. 70
High Park School

Vision

Parkland School Division is a place where exploration, creativity and imagination make learning exciting and where all learners aspire to reach their dreams.

Mission

Our purpose is to prepare, engage, and inspire our students to be their best in a quickly changing global community.

Values and Beliefs

- We are a caring and compassionate organization-guided by what's in the best interest of our students.
- We believe learning is the foundation of all we do.
- We value trust and mutual respect among all of our education stakeholders.
- We embrace open and honest communication.
- We value and respect inclusion and diversity within our schools.
- We are committed to providing sage and caring places for all students to learn.
- We believe integrity and fairness are key pillars for student growth.
- We value collaboration and engagement with students, parents and our communities. Our successes are not possible without these contributions.
- We value excellence, innovation and risk-taking
- We value citizenship and recognize our central role in guiding students to understand their responsibilities and their place in the world.
- We believe that confident, adaptable and resilient students are successful students
- We value leadership in all places-everyone in our Division has the potential to be a leader.

High Park School's Priorities:

Students and staff at High Park School are active, principled citizens conducting themselves in a manner that contributes to the culture and climate of our school. Staff members consistently model and practice skills and characteristics of citizenship and social responsibility. Students are provided the opportunity to be engaged in activities that embrace the entire school community such as volunteerism, service to others in the school, in our community, in our province, country and globally. Through student leadership our students are prepared to be competent and responsible citizens throughout their lives.

Teachers provide a learning environment where students are collaborating, thinking critically and exchanging ideas with each other resulting in students making personal contributions to the learning process. Students are encouraged to be reflective and critical by analyzing a variety of learning situations. Teachers enhance the ways that learning takes place ensuring that students have the flexibility to be engaged in their learning while developing skills of life-long learning.

**HIGH PARK SCHOOL
40 HIGHRIDGE WAY
STONY PLAIN, AB T7Z 1R6**

**PRINCIPAL: MR. BRYN SPENCE
ASSISTANT PRINCIPAL: MRS. SHAUNA WRAY**

PHONE: 963-2222 FAX: 963-9399

CHILDWATCH: 963-2121 (24-HOUR MESSAGE SERVICE FOR ATTENDANCE RELATED INFORMATION)

Website: <http://www.psd70.ab.ca/schools/highpark/>

ABSENCES/ATTENDANCE

Every school-age child is required to attend school regularly and punctually. **Please report absences or lates prior to 9:00 a.m. during office hours by calling 963-2222 or 24-hours a day on our CHILD WATCH line at 963-2121.** If you do not call the school, we must then in turn reach you which can become a labor intensive process.

Steps to follow when a child will be absent:

- 1) Parents call school.
- 2) If your child cannot go out for recess or needs to be excused from DPA/PE, he/she must bring a signed note for that specific day.

ACCIDENTS

Should your child be involved in an accident during school hours and serious injury results, or is suspected, parents(s)/guardian(s)/ or emergency contact(s) will be notified as soon as possible. In the event the injury is deemed serious, it is our practice to call the ambulance so that medical assistance is available as soon as possible.

It is very important that changes to your phone numbers/addresses be reported to the school office so we can keep our information up-to-date. If an incident arises and we need to contact you, we need current information. Please provide temporary phone numbers and authorizations when both parents will be out of town on a trip.

ALLERGY AWARENESS

We have a number of students and staff who have serious allergies ranging from animals, insect stings, and food allergies (especially nuts). Our primary concern is the safety of these people in our school. Realities of life, such as allergies, require us to make some adjustments to help protect everyone's health and make the school a positive environment for everyone.

While we want to ensure their safety as much as possible, we also want to be reasonable in our requests of 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 will be asked to wash their hands and eating area right 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.

There are a few simple things we can do to help everyone stay healthy. Please talk to your children about the importance of not sharing their food/drink with other students, and the importance of hand washing.

Please do not bring animals into the school, including after hours, until you have permission from your child's teacher (such visits are under specific protocols).

Remind your child to close outside doors during the seasons when insects are present.

APPOINTMENTS

Whenever possible, schedule medical and dental appointments other than school hours. If your child is to be excused from class during the school day, please inform the teacher and the office by note. The teacher will send the child to the office and the adult will pick up and sign out the child from there. The student should check in at the office for a late slip upon return for a late slip.

BELL TIMES

Our first bell sounds at 8:40 a.m. and students are in class by 8:45 a.m. Students are dismissed at 3:10 p.m. for the day. Please ensure that your child arrives on time and is in class by 8:45 am (3 late arrivals is considered a full days absence by the attendance board)

Unless students are involved in a before or after school program, they should not arrive at school before 8:15 a.m. and are expected to leave the school building at 3:25 p.m.

BEVERAGE MACHINE

Students will not use the beverage machines during class time but are welcome to use it during break times.

BICYCLES, ROLLERBLADES, HEELIES, SCOOTERS and/or SKATEBOARDS

Students must use helmets, pads, and protective gear for safety reasons while on school property. All bicycles, scooters and skateboards must be **walked** while on school sidewalks, immediately placed in the bicycle racks/lockers respectively, locked and left there until lunch and/or after school dismissal. **Roller blades are to be removed outside** the school's main entrance (no rollerblading, using heeie shoes or skateboarding in the building) and put away immediately upon arrival at school. Scooters are NOT permitted inside the school. They must be locked up at the bike racks or put in the shed at the front of the school.

CHANGE OF ADDRESS/PHONE NUMBER

Notify the school office immediately for any change including daycare arrangements or telephone numbers of persons to contact in the event parents cannot be reached.

CITIZENSHIP AND SOCIAL RESPONSIBILITY

High Park School believes that a major commitment of the school community is to foster positive character development in students. We further believe that in cooperation with families and community, schools have a role in modeling and reinforcing essential values and in preparing students to be productive and caring citizens.

CLUBS AND ACTIVITIES

A number of programs are available for students at High Park School, depending upon the interests 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. Typical activities in a year include, but are not limited to:

Athletics	Grades	Date
Volleyball	6 – 9	September to November
Basketball	6 – 9	December to March
Journal Games	4 - 6	December to March
Badminton	6 – 9	March and April
Track and Field	6 – 9	May and June
Cross Country	K – 9	September and October
Sun Run	7-9	March-April

COMMUNICATION

1. Parent-Teacher

Parents and teachers are encouraged to initiate conferences any time there appears to be a need. Each grade one – grade six student has an Agenda which is an effective tool to use for home/school communication. Students in grade 7-9 are encouraged to use their devices or a scribbler to keep themselves organized. As well, each teacher has a voice mail box in which parents may leave messages. If you have internet access, each teacher has an email address which can also be used to further communication. It is important to note that in all cases of communication that the student is the main person who needs to be held accountable and responsible to keep up on school work and to communicate to both parent(s) and teacher(s).

2. Student-Parent-Teacher

Celebrations of Learning are the time for parents to discuss with the teacher their child's performance. High Park School hopes that both parents will take the opportunity to attend these Celebrations in October and March. This is the time to build mutual understanding of the child and to further the home/school partnership.

3. Office – Childwatch – if your child will be absent for the school day, you are required to phone the office. The 24 hour line is 963-2121 and during school hours is 963-2222.

Pick up/Drop off – all parents are required to announce themselves at the Office if they are picking up or dropping off their child at any time during the school day. Students to be picked up will be called down to the office. Students to be dropped off will need a late slip.

CRISIS RESPONSE

Drill procedures are posted in the classrooms and throughout other areas of the school. Throughout the year, staff and students practice, Lock-Down, and Emergency Evacuation.

Parkland School Division's first propriety is the safety, security and well-being of our students and staff. 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. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. Therefore, we ask parents to observe the procedures outlined below:

In the event of an Emergency

- 1) **DO NOT** telephone the school. We will ensure that you get the information you need by contacting you.
- 2) **DO NOT** come to the school until instructed to do so.
- 3) With a **LOCK-DOWN** the school will be locked with **NO** arrivals or departures of anyone. Only when an "all-clear" is given and established will student release procedures take place.
- 4) When an **EVACUATION** is needed, students will be taken to an emergency evacuation centre until they are returned to the school or released to their parent/guardian at a specified area.
- 5) The quickest way to receive emergency information is to go to the PSD #70 website at <http://www.psd70.ab.ca>, call the The Centre for Education at 780-963-4010. You can also, tune into a local radio station like CBC, CHED, CFCW, CHQT, CISN, The BEAR, or tune into a local TV station. You will receive instructions through the school's crisis notification system about where, how and when you are able to pick up your child.

CULTURAL ENRICHMENT

This program provides our students with a firsthand view of various areas of the performing arts. A small charge is collected as a part of each student's school fees at the beginning of the year to help support the program. Parents are invited to attend school performances.

DISCIPLINE POLICY / CODE OF CONDUCT

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 behavior. Cooperation, mutual respect, and trust, create a positive school environment for growth and learning.

Academic Expectations

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

- 1) Respect others with language and actions.**
- 2) Listen and follow directions.**
- 3) Work safely.**
- 4) Be prepared to learn.**

Attendance

Students are expected to attend all their classes. Regular, punctual attendance is essential to academic success. **Please be aware that under the Administrative Procedures of PSD70, it is our responsibility to report students with less than 85% attendance to the Attendance Officer.** In the event of an absence of the student, parents are asked to provide an explanation. Students are expected to take personal responsibility for completing assignments and activities missed.

Bus Rules

Orderly behavior on the transportation system is of the utmost importance. Children who misbehave on the bus distract the driver, thereby endangering themselves and others. Failure to follow the bus rules and/or listen to the driver could result in a bus suspension.

Playground Safety

Students are expected to play safely and use equipment wisely. The first playground area is designated for K-3 ONLY and the further playground apparatus is for grades 4-6 ONLY. Also there are various basketball and ball nets in the tarmac for all grades to play with. In the field there are places to play a variety of activities. Students are to be mindful and play with students of the same age. Supervisors are present 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 behavior and students will be expected to pay 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 could be faced with suspension and possible expulsion.

Specific Guidelines

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

- students play outside in the playground in the morning before school (other than inclement weather)
- 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 cannot be responsible for them.
- students are expected to remove their hats/caps/hoods in the school once they arrive at their lockers in the morning

Student Behavior and Conduct Policy

Students shall meet the expectations for student behavior while on school property or involved in school-sponsored or related activities. Our policies are guided by the parameters as set out in the School Act and PSD 70 policy.

[School Act](#), Section 12.

“A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing the student’s studies;
- (b) attend school regularly and punctually;
- (c) co-operate fully with everyone authorized by the board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to the student’s teachers for the student’s conduct;
- (f) respect the rights of others.”

DRESS CODE

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.

In order to promote an environment that contributes to learning, the school requires the following:

- Messages printed on clothing are in good taste (alcohol/drug related, profanity and violence material are not permitted. Students will be asked to remove, cover up, or turn inside out clothing displaying such things).
- Phys. Ed. Clothes (T-shirt, shorts or sweatpants & indoor footwear) are necessary for gym classes. (Gr. 2-9)
- Appropriate clothes, footwear and outerwear for the weather conditions.
- Inside running shoes are required for all activities occurring in the gymnasium (e.g physical education classes).

Parents will be notified if an issue persists.

ELECTRONIC POLICY

iPods, Cell Phone etc.

Many students have and use smartphones, i-Pods, i-Phones etc. Students are expected to use these devices appropriately and respectfully.

iPods and other such listening devices are allowed at the teacher's discretion. Many teachers allow students to use these devices while engaged in independent seat work as it has been shown to help students filter out what is happening around them and thus increase their time on task. That being said, it is not acceptable for students to be using these devices when teachers are delivering instruction, nor is it appropriate for them to be using them to play games or watch videos during work time.

When a student's conduct is injurious to the physical or mental well-being of others in the school the teacher is expected to confiscate the device and bring it to the office.

For example,

- videoing or taking pictures of a fight
- taking pictures without permission
- making fun of others
- bullying
- texting in any regard; this includes gossip, cyber bullying etc.
- accessing social media
- or in the event that a student is found to be using an electronic device at an inappropriate time or in an unacceptable way

The student may pick up the device at the end of the day or depending on the case, or frequency of the instances, the parents will be notified and asked to pick up the device.

Texting your Children During Class Time

Did you know that quite often when your child is texting during class time, he or she is texting mom or dad? It is a disruption to your child's learning when text messages are being received during class time because students have difficulties ignoring texts! Portable devices, such as cell phones, iPhones, smart phones, iPads and tablets can be a valuable learning tool and are often used during instruction in the classroom. For this reason we want our students to have access to these devices during class time.

Every student at High Park has access to a phone in the office or the classroom. If you need to give your child a message, please phone the school office at 780-963-2222 and speak to Audrey or Pam.

We respectfully request that you refrain from calling and/or texting your child during class time. If you must text your child, please do so during morning break from 10:50 – 11:00 or during lunch from 12:16 – 1:05. Thank you so much for your cooperation and support.

Computer Use

High Park has many desktop and laptop computers available for student use. Students are assigned an individual login account which enables them to access their files. High Park teachers utilize the computers as an extension of the classroom. Annually students sign a computer agreement. Student will bring home a Responsible Use of Technology Agreement form early in the school year.

Students are not allowed to download music from school computers. Students caught downloading music from a school computer will have the device taken away and will lose the privilege of using any school computer. The time off the computer will be determined by the administration.

*****The school is not responsible for lost or stolen cell phones, portable music players or other personally owned devices. Students are expected to have locked lockers at all times.**

EVALUATION, ASSESSMENT and REPORTING

The primary purpose of assessment is the growth and well-being of students. The primary purpose of reporting is to improve learning. We wish to promote growth and achievement through positive communication among students, parents, and staff.

Teachers use a variety of methods to assess individual student achievement and growth. These methods may include teacher observation, self and/or peer evaluation on work samples, oral and written tests, performance assessment, teacher-developed tests, achievement exams and standardized tests. Our competency based report card reports on student achievement using 4 descriptors; Exemplary, Proficient, Approaching Proficiency and Beginning.

FEES - INSTRUCTIONAL MATERIALS FEES (IMF) AND SCHOOL FEES

All students are charged an Instructional Materials Fee by Parkland School Division No. 70 to cover the use of textbooks for each school year as well as school fees. The fee schedule will be sent home with your child at the beginning of the school year.

FIELD TRIPS

Field trips are taken at the discretion of the teacher in conjunction with the Alberta curriculum. Students must have signed permission slips for field trips. K-6 pays a one-time field trip fee at the start of the year. Students in grade 7-9 attend field trips on a pay as you go basis.

FOOTWEAR

All students must have and wear clean indoor running shoes in order to keep the halls and classrooms clean and dry. It is also part of our emergency response procedures that students must wear footwear at all times. It is imperative that your child have indoor shoes. Please remove all outdoor footwear when entering the building.

HEALTH SERVICES

A Public Health Nurse from the local Health Authority office will visit our school at various times during the school year. For information and answers to your questions and concerns, please telephone the Health Unit at 968-3700. Public Health Nurses have an interest in the health of children and families, and are available for consultation for both, school staff and families.

Other Health Unit Services:

Classroom Education - all grades as time permits.

Vaccinations – Grades 5, 9

Community Mental Health Clinic

Positive mental health means striking a balance in all aspect of one's life: social, physical, spiritual, emotional, economic and mental. Maintaining a healthy balance in these areas means staying mentally healthy or having good mental health. When this balance is disrupted or distorted it can often be a challenge to regain a healthy balance again. If this is a resource that you would like to access you can contact them directly or the school can assist you in completing a referral. Westview Health Centre (780-342-1370)

<http://www.albertahealthservices.ca/2748.asp>

HOMEWORK

Homework incorporates a wider definition that most students realize. It may include:

- Completion of work not finished in class.
- Completion of short and long term assignments.
- Review of work taken that day.
- Study for exams and tests -- daily review makes this easier.
- Continuance of curriculum expectations

- Daily reading and review of notes.

Early Years teachers will hand out a curricular summary at the beginning of the year. These can also be found on the Alberta Education website. Early Years students have an agenda to write core subject information as directed by the teacher. A good policy for parents and students is to review this agenda nightly and have a daily parent signature.

Middle Years Teachers will distribute course outlines that specify homework routines for individual subject and will endeavor to remind students that they are responsible for keeping track of their homework each day in the school agenda.

Parents or siblings of absent students may pick-up from the office or phone for homework after 3:20. Middle Years Classes also have <http://www.psd70.ab.ca/schools/highpark/ourstaff> that contain information concerning homework. If you have questions about your child's homework please contact their teacher(s) regarding your questions/comments.

INCLEMENT WEATHER

Considerations for school closure or early dismissal of students may occur when:

- Wind chill is approximately 2200 watts per square meter.
- Visibility is less than 1 km.
- Reports from bus drivers and the transportation department that roads are impassable.

Parents should have alternate arrangements in place in advance if school is dismissed early and parents are away or unable to make it home. Be sure that your child is always appropriately dressed for the conditions. Discuss special arrangements with your child so that he/she will know what to do. Please inform your child's teacher of any special arrangements. Notification of school closure is given to **CFCW, CHED, CJCA, and COOL** for broadcast. During inclement weather, the final decision to send a child to the bus or to school rests with the parents, even though busses and schools may be operational. Safety should always be the first consideration. More information is available from the School Division website at www.psd70.ab.ca

LATES

Any student arriving late at school must have a late slip issued by the office before going to class. If a child is consistently late, parents will be contacted. Please be aware that 3 lates are considered a full days absence by the attendance board.

LEAVING THE SCHOOL GROUNDS

If you pick up your child from the school during school hours please report in at the office when you arrive to meet your child. If returning before the end of the school day, please let the office know when you return or make sure your child come directly to the office.

If you do NOT want your junior high child to leave the school grounds over the noon hour you must contact the office and let the school know.

Bus students heading to the high school transfer site must take the bus to which they are assigned. High Park subdivision students are not permitted to board a bus to the High School after school but instead should, upon dismissal, leave the school grounds.

LIBRARY SERVICES

High Park School library has an excellent collection of books, pamphlets, magazines, and computers. Students may borrow/use all appropriate materials from the library. Students are

expected to care for these materials and return them in good condition and on time. Students will be charged for lost or damaged materials.

The library is open for studying or borrowing materials during specific lunch hours. Check with the librarian or homeroom teacher for specific days.

LOCKERS

Most Early Years lockers are located inside the classrooms and will be assigned by homeroom teachers. These lockers are not locked.

Grade 7-9 lockers are located in the hallways and will be assigned by homeroom teachers. **High Park School supplies a lock to each junior high student for a nominal fee that is included in the school fees.** Students should not 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. Students and parents are required to complete and return a Locker License Agreement form to be able to use school lockers. Sharing of lockers or changing lockers without homeroom teacher's permission will not be allowed. 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.

Middle Years Gym lockers are available for students to use for PE. Students need to bring a lock from home to use on these lockers.

LOST AND FOUND

Personal belongings: Please ensure that all of your child's belongings, including all classroom supplies, are labeled with his/her name. Money and other valuables should not be left unattended; do not leave any of these items in their desks, in any clothing, unlocked lockers, or the locker room.

Lost and found collection boxes for clothing are located in two areas; in front of the computer lab and in the hallway across from the gym. Personal items such as eyeglasses, jewelry, money, etc., are turned into the office. All lost and found items are set out for viewing during the Parent-Teacher Conference days, the week before Christmas break, and during the last week of school in June. Unclaimed items are donated to charity after June 30 of each year.

LUNCH

Lunch room policy

Students are expected to be in their homerooms and eating during the designated time during the noon break. Kindergarten through Grade 6 will eat lunches in their homerooms. Students in Grades 7, 8, and 9 will have rooms assigned in which to eat their lunches. Students are responsible for keeping their lunchrooms clean.

Lunchroom procedures

- 1) There is a specific allotted time for eating lunches.
- 2) Students will eat at their desks/assigned tables.
- 3) Students will not be dismissed until their area is neat, orderly, and clean.

Lunch recess activities

The noontime period is spent in various playground, intramural, library, computer, band, and choral activities. Meetings to carry out Leadership activities are also conducted at this time. As well, students may be required to use this time to work on completing assignments.

Hot Lunch

Our Hot Lunch program is run by parent volunteers as a school P.A.L. fundraiser and offers students low cost meals once per week and generally runs October-May. Food is prepaid and preordered for a month in advance. If your child is absent on Hot Lunch Day, his/her lunch will be either given to a student who does not have a lunch or sold. No refunds are provided. Should you wish to transfer your absent child's lunch to another student, you may call the school prior to 11:00 a.m.

Microwaves

Only grades 7-9 students have access to a microwave. There are NO exceptions as the safety of younger students is our concern.

MEDICATION

School staff cannot administer any medication to any student except in compliance with Parkland School Division No. 70 *Policy 110, Administering Medication to Students* <http://www.psd70.ab.ca/OurDivision/News/Pages/StudentMedication.aspx> . Before prescription medication is administered, forms must be filled in by the parent/guardian, the prescribing physician, and school administration. Under the policy the school can refuse to administer medication. These forms are available from the school office. The medication must come to school with a parent in a container labeled by the pharmacy and is to be stored in a locked cupboard in the school office.

MEDICAL FORMS

We keep medical files in the office for easy reference, especially in an emergency. If your child has serious/chronic medical conditions that his/her teacher should be made aware of please complete the medical form (sent home at the beginning of the year) and return to the school as soon as possible.

NEWSLETTER - "High Park Highlights"

The "High Park Highlights" newsletter is sent early each month and is posted to our website at <http://www.psd70.ab.ca/schools/highpark/> . These newsletters contain important information which will help you to stay up to date on events that are happening in the school. Please take the time to review the newsletter each month.

OFFICE HOURS

The office is open from 8:00 a.m. to 3:30 p.m. each school day.

PARKING LOT SAFETY

Before and after school the bus zone and parking lot is an extremely busy place. During bus loading and unloading times, cars are not permitted in the bus lane. These times are posted. Parents must park on the street or in the parking lot during these times. Please obey the signs in our parking and bus lane areas as they are instituted for your child's safety.

CELEBRATIONS OF LEARNING (PARENT TEACHER CONFRENCES)

There are two reporting periods during each school year when Celebrations of Learning are held. It is important that parents take advantage of this time to meet with teachers to discuss the progress of their child(ren). Parents are encouraged to sign up for time slot for both evenings. We encourage parents to contact homeroom teachers directly at any time if there is a concern or questions rather than waiting for a small problem to become a larger one.

You can sign up for Celebrations of Learning through our online booking system. To do this you must go to the site and create an account. One you have created an account you will be able to

register for available times. Please watch the newsletter for more information about this system. The booking system can be accessed at <http://highpark.schooappointments.com/> .

PHOTOGRAPHS

Individual photographs are taken of **all students** for administration purposes near the start of the school year. Prepaid package selections indicating prices and procedures for ordering are available to each child. Group (class) photos are taken in the spring and made available for purchase as well as individual pictures made into a composite photo for our Grade 9 students.

SCHOOL BUS OPERATION

Bus transportation is provided for students as required. Parents who have questions with regard to bussing may contact the Parkland School Div. No. 70, Director of Transportation at 963-8452 or consult the website at <http://www.pas70.ab.ca/StudentTransportation/Pages/Default.aspx> .

SCHOOL COUNCIL and PARENTS' ADVISORY LEAGUE (PAL)

The School Council is an advisory group that meets four times a year to discuss issues pertaining to education and school organization. Parents are encouraged to attend meetings of School Council and PAL to become involved in the partnership that helps this school succeed. Watch for the organizational meeting to be advertised at the start of the school year. As well, School Council has a blog that parents are invited to join to learn about things happening at school and to have an opportunity to be involved in decisions that are made. The blog is found at highparksc.edublog.org

High Park School is pleased to have a very active Parents' Advisory League! This volunteer parent group have been very successful with fundraising for the school. We encourage all parents of High Park to get involved both school council and PAL.

SCHOOL SPORTS

During each school year, all students are encouraged to participate on High Park School teams, (Hurricanes) based on an atmosphere of cooperative team spirit, and which involves play at a competitive level. User fees are collected from all students who participate on the teams.

STUDENT LEADERSHIP TEAMS

Student leadership teams are organized early in the school year. Its prime function is to provide leadership opportunities for students in the school. These student leadership teams include such activities as intramural organization, student announcement teams, office assistants, library assistants, cultural event planners, hot lunch assistants and other student activities under staff supervision.

STUDENT TELEPHONE USE

Students need permission from their teacher to use the student telephone in the school's general office. Permission will be given by the teacher, providing there is an acceptable, school-related, family-related reason (making arrangements to go to a friend's home after school is not an acceptable reason for using the phone as we expect this is done ahead of time).

SUPERVISION

Supervision of students begins at 8:15 a.m. and ends at 3:25 p.m. (or when all busses have left the area). Students with no scheduled after-school activities are expected to vacate the school building and grounds promptly after the end of the school day. **Parents are requested not to drop their children off in the early morning, as we do not have supervisors available before 8:15 a.m.** Elementary students are expected to play outside until the bell rings at 8:40.

SUPPLIES

A list of required school supplies for the next year is sent home with report cards at the end of June. The school does not stock or sell supplies. Please be sure to check with your child/child's teacher regularly during the year to be sure they have adequate supplies.

SWIMMING PROGRAM

As a part of our physical education program the Grade 2 and Grade 5 classes will take part in swimming lessons. These lessons take place at the Tri-Leisure Centre in Spruce Grove.

VISITORS and PARENTS TO THE SCHOOL

Our school has an open door policy and welcomes parents and visitors to the school. Security must however, be provided. **We therefore request that ALL people visiting the school report to the office to identify themselves to school staff. We ask that all visitors remove wet/dirty footwear.**

VOLUNTEERS

Parent volunteers are an integral part of our school and its educational climate. According to school division policy there is an applicant and screening process which must be adhered to.

Volunteers:

- Provide teachers with added instructional time by relieving them of non-instructional tasks.
- Enrich the school's programs by acting as community resource personnel.
- Provide added individual attention and assistance.
- Provide assistance with many of the High Park School PAL (Parents' Advisory League) sponsored activities.
- Develop a greater understanding of the challenges in education today.
- Sustain a high level of confidentiality within and outside of the school.
- For the security and protection of our students wear their nametags while in the school.

The duties of a Parent Volunteer may include the following types of activities:

- Preparation of instructional materials, art displays, hot lunches.
- Participation in special projects such as art, swimming, and skating activities, field trip supervision assistance, baking.
- Working with students on tasks as assigned by the teacher, but not assessment of student performance.
- Collecting resource materials, typing, assisting in the library.

If you feel you would like to help in the capacity of Parent Volunteer, please come into the school office and complete a Parent Volunteer form. According to school division policy, parent volunteers must undergo a child welfare check and criminal check. Please contact the school office regarding information about these requirements.