



# HERITAGE HILLS ELEMENTARY

## **Heritage Hills Elementary Student - Family Handbook**

### **Mission**

*We create inclusive environments, inspiring individuals to experience growth.*

### **Values**

***Collaboration, Accountability, Respect, Kindness, Integrity, Well-Being***

Heritage Hills Elementary provides a strong focus on literacy and numeracy at each grade level. We participate in readers workshop, writing workshop, and phonics. Our School Education Plan (SEP) has three goals and is our road map to guide us as we move through the 2022-2023 school year. Our SEP is a working document and revisions will be ongoing. Please take the opportunity to review our School Education Plan to learn more about our school and our school goals.

[Heritage Hills Elementary School Education Plan](#)

This handbook is a summary of our Heritage Hills Elementary (HHE) regulations and policies. We have a detailed website where additional information can be found <https://www.heritagehillselementary.ca/>

On [Elk Island Public Schools' website](#) you will also find many parent quick links and additional information such as policies and procedures which may be helpful.

### **First Nations, Metis and Inuit**

Heritage Hills Elementary honours Treaty 6 territory. We strive to build a safe and caring environment where cultural practices and traditions are honoured and celebrated.

### **Schedule**

Our school runs a Monday-Friday schedule. There are 10 periods a day of 32 minutes each. Students enjoy a morning recess of 20 minutes and a 10 minute indoor break in the afternoon. In addition, lunch hour consists of a 30 minute outdoor recess and 30 minute block for eating lunch in their classroom.

## Daily Schedule 2022-2023

### Heritage Hills Daily Schedule

**8:25** - Doors open and teachers escort classes in

8:30 - 10:06 - Instructional Time

**10:06 to 10:26 - 20 minutes outdoor recess**

10:26 - 12:02 - Instructional time

**12:02 - 12:32 - 30 minutes outdoor recess**

**12:32 - 1:02 - 30 minutes eating**

1:02 - 2:06 - Instructional time

**2:06 - 2:16 - 10 minute in school break**

2:16 - 3:20 - Instructional time

**3:20** - Dismissal

### Early Dismissal (First Wednesday of each month)

**8:25** - Doors open and teachers escort classes in

8:30 - 10:06 - Instructional time

**10:06 - 10:26 - 20 minutes outdoor recess**

10:26 - 12:02 - Instructional time

**12:02 - 1:02 - 30 minutes outdoor recess, then 30 minutes eat in class**

1:02 - 2:20 - Instructional time (10 minute - 1:36 - 1:46 in school break)

**2:20** - Dismissal

### [EIPS Division Calendar](#)

### [EIPS Kindergarten School Calendar for Schedule A and B](#)

## Home and School Communication

Regular home and school communication are essential if we want to maximize the learning opportunities and experiences for all our students. Each week a Parent Weekly is sent out by email to all parents and posted to the school website. This newsletter includes valuable information such as a calendar of events for the upcoming week and provides opportunities for parent feedback. We also value communication through teacher weekly updates, Twitter [@HeritageHills](#), notes in the agenda, emails, classroom newsletters and Brightspace. EIPS has created a [Communication Protocol for Schools](#) which highlights addressing concerns and time frames.

### Brightspace

How to access Brightspace and additional tips are located [here](#).

## **Agendas**

Each child in Grades 1-6 receives an agenda. The purpose of the agenda is to provide an avenue for home and school communication. If unsure of how agendas are used in your child's classroom, please speak to your child's classroom teacher.

## **Communicating Student Learning**

Communicating Student Learning report cards are posted 3 times throughout the school year. You can access your child's progress reports through the PowerSchool Parent Portal. Additional information regarding CSLs and Student/Guardian/ Teacher Interviews can be found in our Guide to Student Reporting. Please note that ECS report cards for Term 1 & 2 are different and are not on PowerSchool.

[2022-2023 Guide to Student Reporting](#)

## **Parking, Student Drop Off & Entrances:**

Heritage Hills Elementary has visitor parking located on the north side of the parent drop and go. Parking is also located directly on Heritage Hills Drive. Please refrain from parking in the staff parking lot or parking and getting out of your vehicle if using the parent drop and go. A steady flow of vehicles in the drop off areas ensures access to all and a safe drop off area for all students.

[A map is available here.](#)

[HHE Student Entrances](#)

## **Attendance, Punctuality and Student Pick Up Procedures:**

If your child will be absent from school, leaving during the day for an appointment or arriving at school late, please contact the office at 780-467-7447. You may also wish to notify the classroom teacher, however, the teacher may not always see this information in a timely manner. If reporting an absence, please include the child's name, grade, teacher and length of absence. When no prior notice has been received, the school secretary calls home to verify a child's absence with the guardians.

If your child arrives late to school, they are expected to come to the school office to receive a slip to be given to their classroom teacher.

For the safety of all our students, it is essential the school knows the whereabouts of all our students. This includes students coming and leaving the school throughout the school day.

## **Exterior Doors**

The main office door is the only door open for the entire day. All other doors remain locked during the day for security and safety of students and staff. At recess breaks, other doors are unlocked to accommodate student access and then relock when recess ends.

## **Visitors / Volunteers**

For the safety of students and staff all visitors including volunteers must enter/exit through main office doors. Once entering, sign in at the office, and obtain a visitor badge. Please ensure the visitor badge is visible the entire time within the school.

## **Lunch Hour / Afternoon Break / Indoor Recesses**

If your child will be going home for lunch please let the office know if this will be a regular occurrence or occasional. The student must sign out of the office when leaving and again when returning to school.

Lunch hour expectations include:

- 1) Students remain seated at their desks at all times.
- 2) Students clean up after themselves and dispose of garbage before being dismissed by the lunch supervisor.
- 3) Students speak with inside level voices.
- 4) Students stay in their rooms until dismissed by their supervisor.
- 5) Students demonstrate respect to supervisors at all times.
- 6) There will be no computer usage during the lunch period

Afternoon Break expectations include:

- 1) Use the restroom, fill up a personal water bottle.
- 2) Students speak with inside level voices.
- 3) Students demonstrate respect to supervisors at all times
- 4) There will be no computer usage during afternoon break

In the event of an indoor recess, HHE provides games and activities.

## **Learning Commons and Destiny**

Heritage Hills Elementary offers an extensive library collection to students. Depending on the classroom teacher will determine whether your child has a fixed or flexible learning commons schedule. However, your child may choose to access the Learning Commons and our collection by using our library management system called Destiny.

### Accessing Destiny at home

1. Go to [destiny.eips.ca](http://destiny.eips.ca), select Heritage Hills Elementary

2. In the top right corner, click Log In. Students log in using their school Google e-mail account.
3. Search for books and review account details.

In the unfortunate event that items in their care are lost or damaged, it is expected that they pay for the replacement of these items. If a student returns a lost item in good condition within the same school year, he/she will receive a full refund.

### **Emergency Procedures / Accidents / Emergencies**

Several practice drills such as evacuation, shelter-in-place and lockdown will occur throughout the year to prepare students for the potential of an emergency.

If an accident occurs on school premises, staff administer first aid and parents/guardians are notified. If guardians/emergency contacts are unavailable and the situation is urgent, an ambulance may be called. If a student becomes ill during the school day, guardians will be contacted for pick up.

### **[School Emergency Program - Guide for Parents and Guardians](#)**

#### **Medication / Allergies / Medical Conditions**

Students who require medication at school need to have a signed parent permission form on file granting the school permission to administer the medication. All medication other than inhalers or epipens must be stored in the school office. Please inform the school as well as update Powerschool, if your child suffers from allergies or has a medical condition. If your child requires an inhaler or epipen it is recommended they keep it with them at all times.

As per, [Administrative Procedure 319](#) - Heritage Hills Elementary is an allergy- aware environment, we request if possible please refrain from sending peanut/nut products to school. If your child is sent with peanut/nut products they may be asked to eat in a different location for the safety of all students. Heritage Hills is also a scent aware environment.

### **[Heritage Hills Elementary Asthma, Allergy, and Anaphylaxis Plan](#)**

#### **Appropriate Dress / Footwear**

We ask that all students come to school dressed for the weather. In the winter please have your child prepared to be outside for recess and physical education. As per, [Administrative Procedure 311](#) - Principals shall ensure dress codes are flexible, inclusive and respectful of gender identities and gender expressions of all members of the school community. If a student shows up at school with inappropriate clothing (schools discretion) we will call home and ask for a change of clothes. This may include

t-shirts with inappropriate slogans or other clothing items that may be offensive to our school culture.

Please label all personal items. Adequate footwear is required at all times in case of an emergency evacuation of the school. Please provide both indoor and outdoor footwear. Students require inside (running) shoes that will not mark the floor (some black soles are a problem) for their gym classes. Outdoor shoes or boots are to be removed in the entryway and placed on the shelves in the assigned boot rooms.

Hats and hoodies are permitted in the school as long as they are not interfering with the learning of other students or their own learning. Teachers may have specific hat and hoodie rules in their classrooms.

### **Personal Communication Devices**

#### **[Elk Island Public Schools Policy 24 - Personal Communication Devices](#)**

**At Heritage Hills we are Powered Off**, all student personal communication devices are **powered off** during the entire school day including recess and lunch times. If they are on during the day inside, they will be taken away and returned at the end of the school day with a phone call home. If a student continues to have their cell phone on during the school day, a meeting with all stakeholders will take place. Personal communication devices are the sole responsibility of the owner. Heritage Hills Elementary is not responsible for any loss or damages to a device.

If you have a message that needs to be passed on to your child throughout the day, please call the office and we can communicate this information to the classroom teacher and your child.

### **Personal Property**

The responsibility for the safekeeping of personal property brought onto school premises rests with the owner of the property. Leave valuable items at home where they are safe as the school is not responsible for damage or loss of personal items. Please refrain from sending your child to school with toys, stuffed animals, etc.

### **Technology**

We are committed to helping students develop 21st century technology and communication skills. With that in mind, for educational purposes, we provide the privilege of access to technologies and our electronic network for students. Students will adhere to the **[Technology Use Agreement](#)**. If any infractions should occur, students may lose usage for a period of time.

## **Inclement Weather**

Students are encouraged to come prepared for playing outside in each season. Seasonal changes can be messy, so you might wish to send your child with an additional set of clothing to be kept in their backpack. For information regarding inclement weather, please consult [Administrative Procedure 131](#) and [Bus Suspensions due to Inclement Weather](#)

## **Student Services**

We have a number of programs in our school to help support students. Each teacher promotes positive behaviour in their classroom and they will communicate with guardians in the event of a problem. Our school counsellor works with students and staff to support student growth in a variety of areas. Outside agencies such as Family and Community Services, Strathcona Health as well as the School Resource Officer may contribute to supporting the personal growth of our students. Any questions about these or other student services please contact the school to speak directly with our school counsellor.

## **Student Conduct**

At Heritage Hills Elementary we expect all students to demonstrate safe and respectful behaviour at all times. We are committed to ensuring each student is provided with a [welcoming, caring, respectful and safe learning environment](#) that respects diversity and fosters a sense of belonging. Students are expected to show respect for all students and staff, be accountable for choices they make, respect our school and property and show exemplary citizenship.

All teachers have classroom expectations and as a school HHE has school expectations. Students are expected to follow these practices. If students are experiencing difficulties in class, teachers will contact home through email and phone calls to guardians. If the issue continues to persist or other complications arise it will be referred to school administration. We will then work with both teacher(s) and guardians to come to a resolution. As guardians, your first point of contact will be your child's teacher as they will know your child best as they work with them regularly each day in class. For major infractions school administration may be involved from the beginning of the incident.

For more information on Elk Islands Student Conduct please view [Student Code of Conduct - Administrative Procedure 350](#)

Students own the responsibility of respecting the rights and dignity of others and of becoming actively and productively involved in their academic learning and social

growth. In accordance with the *Education Act*, students are expected to conduct themselves to comply with the following code of conduct:

- respect the rights of others
- be diligent in pursuing their studies
- attend school regularly and punctually
- cooperate fully with all adults in the school
- comply with the rules of the school
- account to staff for individual conduct
- be aware of school expectations and consequences

Staff are responsible for establishing a positive school climate in which structure, support and encouragement are provided to assist the student in understanding the importance of education, and developing a sense of self-discipline and responsibility while making a positive contribution to society. This is a climate in which:

- students feel safe, important, trusted and have the opportunity to develop, assume and maintain responsibility and self-motivation
- there is a joint effort to learn and a feeling of mutual respect among staff, students and parents
- appropriate behaviour is consistently encouraged and complimented, thus increasing students' self-esteem and reinforcing self-control
- on-going communication exists between teachers and parents on issues related to schooling

Parents have a responsibility to ensure their children are ready to learn and to help them make good academic progress. The role of the parent concerning education includes:

- supporting the school policies and procedures, and encouraging their children to understand and respect them
- encouraging their children to pursue their studies diligently
- maintaining communication with school staff regarding the progress of their children and attending scheduled conferences with their child
- encouraging and supporting the regular and punctual attendance of their children

The Heritage Hills Elementary Behavior Plan reflects [Administrative Procedure 350](#)



## **School Council and Fundraising Association of Heritage Hills Elementary (FAHHE)**

Heritage Hills Elementary believes it is essential to communicate, work and consult with our parents and school community. We have a strong active School Council that meets regularly. School Council meetings are attended by parents/guardians, staff and members of our school community. We encourage all parents to attend our meetings. These meetings provide a great opportunity to learn more about HHE and ask questions for clarification. The yearly schedule is created in September of each school year and can be found on our website. We also have a representative who will attend [COSC Meetings](#) and report on school councils and topics that are taking place throughout the district.

At HHE we also have a fundraising association, FAHHE. Each year in consultation with FAHHE, HHE will put in requests for items we would like to fundraise for. These are items that often go beyond the scope of the school budget such as playground equipment or specialised items such as snowshoes. More information on school fundraising can be found in [Administrative Procedure 520](#). We are always looking for help and support with fundraising at both the association and school levels.

## **Homework**

Homework supplements instructional time in the classroom to enhance knowledge and learning in order for each student to achieve the key learning outcomes established by Alberta Education.

At times, your child may be assigned homework in order to:

- enable a student who has been absent from school to catch up with the rest of the class.
- develop a particular skill that may need strengthening.
- facilitate review and retesting for specific subject areas.
- foster deeper investigation and enrichment.
- encourage regular reading at all grade levels.
- encourage family involvement in school activities through participation in occasional 'project' type assignments.

Parents are encouraged to provide an environment that will foster and facilitate homework to be done. Homework is part of the goal to achieve independent, confident learners both in school and away from school.

### **School Fees & Field Trips**

School fees, which include school field trip fees, are set in March for the upcoming school year. Information regarding fees is shared at school council meetings where feedback is welcomed. Further information regarding school fees can be found on our [website](#).

### **School Supplies**

A complete list of school supplies requested at each grade level can be found on our school [website](#).

### **Bus Safety and Transportation Rules and Procedures**

For information about student conduct on school buses please consult [Administrative Procedure 351](#).

### **Before and After School Care**

Heritage Hills Elementary is a location for the [Boys & Girls Girls Club of Strathcona County Before and After School program](#).