

HIGHLANDS SCHOOL
STUDENT EXPECTATIONS AND POLICIES



HIGHLANDS
SCHOOL

2016-2017
HIGHLANDS SCHOOL
11509 – 62 Street
Edmonton, AB
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<http://highlands.epsb.ca>

Mr. Brad Burns
Principal

Mrs. Mary Ann Dobson
Assistant Principal

Mr. Derek Lindskoog
Curriculum Coordinator

Highlands School

Arts Core Education

Principal's Message

Welcome to an amazing year of exploration, growth and discovery. As an Arts Core our commitment is to allow students to articulate their knowledge of curricular outcomes in a variety of creative languages. Each student will be given the opportunity to increase their skills in a number of art disciplines and in turn use those skills to enhance their understandings of core curricular outcomes. Whether in or out of class, students will show respect, responsibility and pride in the school, for the sake of their own learning as well as the learning of others. All adults in the building will demonstrate respect toward the students and their learning, taking responsibility and having pride in our school community. We expect that parents, families and the community will also support the learning, and show respect, responsibility and pride in our school.

For over a century, Highlands has had a tradition of serving the students and families of Edmonton's Upper-East Side. Our dedicated staff continues to uphold this tradition by working collaboratively with students, families and the community.

In this package, you will find a great deal of information about our school. Students and parents should go over the information, and if anything is unclear, please ask. We all share the same goal – to end up with competent, capable and connected citizens. We commit to providing a safe, secure environment which will enable all of our students to grow intellectually, socially, emotionally, physically, artistically, and culturally.

We all look forward to an exciting year, full of positive relationships and learning. Every one of us will work to get the most out of each day, each week and each month to ensure that all students will complete high school, and then be in a position to step out and take their places in the world.

We are looking forward to a fantastic year.

Brad Burns

Principal

Highlands Staff Members 2016 – 2017

Administration:

Principal	Mr. Brad Burns	Office
Assistant Principal	Mrs. Mary Ann Dobson	Office
Curriculum Coordinator	Mr. Derek Lindskoog	Room 17

Instructional Staff:

Mr. Jason Eliuk	French 7, 9, PE 9	Room 8
Mr. Derek Lindskoog	Math 8 Science 9, Health 9	Room 17
Mr. Ryan Vandenberg	Behaviour and Learning Assistance	Room 6
Mr. Isaac MacDonald.	Language Arts 7, 9, Social 7, PE 7	Room 7
Mr. Andrew Yaremchuk	Math 7, 8, 9, Health 8	Room 12
Mr. Robert Gray	Language Arts 8, 9, Social 9, PE 7	Room 14
Mrs. Barb Vezina	Science 8, K & E 9, Math 8, 9	Room 18
Mr. Sam Sir	Social 8, 9, Pre AP Social, PE 8,	Room 13
Ms Winnie Canuel	Language Arts 7, 8, Social 7	Room 16
Ms Michelle Sabourin	Science 7, 9, French 9, PE 8	Room 10
Mrs. Chelsey Ambrosio	Language Arts, Social, Math K & E 9, Health 7, 8, 9	Room 15
Mr. Paul Rousseau	Social 7, Health 9, PE 7, 8	Room 16

Support Staff:

Mrs. Leslie Yankee	Administrative Assistant	Office
Mrs. Karen Woods	Administrative Assistant	Office
Mrs. Susan Kopchia	Educational Assistant	Room 6
Ms. Mardi Bernard	Mental Health Nurse	Office
Mr. Layne Mathieu	Head Custodian	
Mr. Dahir Hassan	Evening Custodian	
Ms. Teresa Bradley	Chef	Kitchen
Mr. Kim Sesink	Family Therapist	Medical Room
Ms Tannis Chandler	Success Coach	Partners Room

Highlands School 2016 - 2017 School Year

September	1	First Day of Instruction
September	5	NO CLASSES Labor Day (Monday)
September	12-16	MIPI Testing Gr. 9 Measures student's knowledge on last year's math curriculum
September	13	ID /Picture Day
September	15	Meet the Staff Family Barbeque - 5:00 – 7:00 p.m.
October	3-7	Read-In-Week
October	10	NO CLASSES - Thanksgiving Day (Monday)
October	14	Interim Report Issued
October	18	Student / Parent / Teacher interviews
November	4	IPP's posted to SchoolZone
November	9	Remembrance Day Ceremony 10:45 AM
November	10	NO CLASSES Teachers' Day in Lieu
November	11	NO CLASSES Remembrance Day (Wednesday)
November	14 & 15	NO CLASSES Board Approved Non-Instructional Day
November	18	Progress Report #1 Distributed
December	22	Christmas Dinner/Dance
December	24-Jan 6	NO CLASSES - Christmas Break
January	9	Students Return to classes
January	20	Interim Report Issued
January	24	Student / Parent / Teacher interviews
February	6	NO CLASSES PD DAY
February	20	NO CLASSES - Family Day (Monday)
March	2 & 3	NO CLASSES - Teacher's Convention (Thursday, Friday)
March	17	NO CLASSES PD DAY
March	27-31	NO CLASS Spring Break
April	3	Students Return to classes
April	7	Progress Report #2 Distributed
April	14 & 17	NO CLASSES - Good Friday and Easter Monday
April	24-27	HLAT Writing
April	28	NO CLASSES PD DAY
May	9	P.A.T. Grade 9 Language Arts, K&E 9 Language Arts - Part A
May	12	Interim Report Issued
May	22	NO CLASSES - Victoria Day (Monday)
May	23	NO CLASSES Teachers' Day in Lieu
May	24	NO CLASSES Board Approved Non-Instructional Day
June	21	National Aboriginal Day
June	26	Grade 9 Social Studies, P.A.T., and Grade 7, 8 Soc. Studies
June	27	Grade 9 L.A., P.A.T., and Grade 7, 8 L.A.
June	28	Grade 9 Math, P.A.T., and Grade 7, 8 Math
June	29	Grade 9 Science P.A.T., and Grade 7, 8 Science
June	29	Last Instructional Day
June	30	Final Report Posted to School Zone

Highlands School - Learning with Respect, Responsibility, Pride

Highlands School Class Times for 2016 – 2017

Highlands will be on a 51 minute period schedule for this year, with no reading period. There will be an early dismissal on Thursdays at 2:05 p.m.

For all students:

Warning Bell	8:35 – 8:40
Period 1	8:40 – 9:34
Period 2	9:37 – 10:31
Period 3	10:34 – 11:28
Period 4	11:31 – 12:25
Lunch	12:25 – 1:01
Warning Bell	1:01 – 1:06
Period 5	1:06 – 2:01
Period 5 End Thursday Only	2:01
Period 6	2:04 – 2:59

HIGHLANDS SCHOOL 2016 - 2017 TIMETABLE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:35 – 8:40	WARNING BELL, ENTRY & LOCKERS				
PERIOD 1 8:40 – 9:34					
PERIOD 2 9:37 - 10:31					
PERIOD 3 10:34 –11:28					
PERIOD 4 11:31 -12:25					
NOON 12:25 – 1:01	LUNCH				
1:01 - 1:06	WARNING BELL, ENTRY & LOCKERS				
PERIOD 5 1:06 – 2:01					
PERIOD 6 2:04 – 2:59				2:01 p.m. Dismissal	

School Community Profile

Highlands School has a strong tradition of including students, parents, staff and community members as integral participants in the education process. Parents and other community members assist us in the provision of enrichment activities for our students. Our Highlands Parents and Alumni Society works closely with staff and gives input into school-wide decisions. The Highlands Parents and Alumni Association provide extra financial support for a wide spectrum of school projects and enrichment activities.

Arts Core Designation

ALTERNATIVE PROGRAM

Arts Core programming incorporates the visual and performing arts into everyday learning. Students explore their creativity and self-expression through art, music, dance and drama.

Goals

- Enable all students to explore and communicate their understandings, feelings, and ideas in a variety of forms
- Develop higher level thinking skills (evaluating, expressing, problem solving, creating) through the use of integrated arts processes
- Develop artistic and academic skills

Benefits

- Engages the senses, stimulates imagination and creativity and broadens student's understanding of themselves, others, and the world that they live in
- Contributes significantly to the development of multiple intelligence
- Fosters cross-curricular understanding
- Encourages risk taking and provides opportunities to explore personal challenges in a safe environment
- Promotes thinking critically, creatively, and divergently
- Provides increased exposure to a wide range of artistic tools and processes
- Develops respect for individual, cultural and artistic diversity
- Builds awareness and appreciation of the arts

Program Delivery

- Instruction that incorporates the arts into language arts, math, science and social studies
- Enriched study of art, music, drama and dance provided in individual classes
- Use of the arts to articulate understanding of learning outcomes
- Inclusion of guest speakers, artist-in-residences and arts-related field trips, and involvement of the local arts community

Programs and Organizations

We offer the regular grade 7, 8 and 9 programs and we are an official Pre-Advanced Placement site offering this honours program at all three levels. Students who demonstrate excellence in learning will be given extra opportunities beyond the school through our CEEDs (Curriculum Enhancement and Extension Days) program. Highlands is also a district site for the Behaviour and Learning Assistance program.

Attendance

The Alberta School Act and policies of the Edmonton Public Schools state that regular and punctual school attendance is the responsibility of the student, the parents and the school system. Section 8 (3) of the Alberta School Act states that the only circumstances under which students are excused from compulsory attendance include:

- (a) sickness or other unavoidable cause, (such as medical treatment)
- (b) religious holiday,
- (c) suspension from school

If a student is to miss school, for any reason, we ask that the parent inform us beforehand by way of a note, or through a telephone call to Highlands School at **(780) 479-4206**. Messages can be left on our answering service if the call is made outside of office hours or through e-mail at [*highlands@epsb.ca*](mailto:highlands@epsb.ca). Continued or unexplained absences will result in parent meetings, referral to social workers, or a referral to the Alberta Attendance Board.

Appropriate Clothing

Students are expected to dress appropriately for school.

- Underwear covered
- Tops must have straps
- No short, cropped tops that reveal chest or stomach
- Shorts and skirts: needs to be of an appropriate length
- No inappropriate language or images on clothing
- Clothing colours associated with gang culture are not permitted in the school or at any outside school activity
- No clothing or headgear covering the face (unless associated with religious beliefs)

Students who violate the clothing expectations will be required to change before continuing with the school day.

Late Policy

Punctuality is recognized as being an important lifelong habit. A student who arrives late in the morning or afternoon must enter the room without disruption and may be required to make up missed time after school. Students arriving after AM attendance must sign in at the office and get a late slip. Students late for registration in the afternoon must pick up a late slip in the office, and will have a closed campus during lunch the following school day. Students who arrive late between periods may be required to make up the time at the end of the school day with their teacher or in the office.

Homework

Junior high is a critical time during a student's educational career; this is the opportunity for students to become more independent and responsible for their own learning. Students will be given time during all classes to complete assignments, but if time is not used wisely, or if a student is not able to complete the assignment in the provided time, then it is expected that the work will be completed at home. It is recommended that if there is no specific assignment due the following day, the student should be reviewing, working on a long term project or studying for an upcoming exam. If possible, students should find a quiet place to work and have a consistent time every day when they can sit down and do some homework. We encourage all parents to get involved in what their children are learning in school and help them to apply those new skills at home.

Students are responsible for completing schoolwork missed while they are absent. Students should arrange a "homework buddy" in their homeroom to gather and record the work of the day(s) missed. When a student is to be absent for longer than two days, homework can be requested through the office for pick-up the following day.

Extra Help in Coursework

Teachers will provide extra help for students after school as required. These are not tutorial classes, but rather an opportunity for students to get individual, occasional help if they are having trouble with a particular part of the course or particular question. Students should arrange for help with the teachers, and let parents know that they will be staying late after school. Teachers may require students to stay after school to complete, revise, or redo work when needed to help each student realize success.

SchoolZone

SchoolZone provides parents and students with secure access to school and student information. SchoolZone users will find daily attendance, news concerning school and district events, achievement results (progress reports), timetables, course history and access to selected online educational resources.

As part of the registration process, students new to SchoolZone will be bringing home a form for parents to complete. This registration form is used to verify information in the district Power School System and will assist us in creating a unique User ID and Password for parents and students. We will provide more information about SchoolZone and its features in newsletters. You may also contact Mrs. Graham in the office.

Student Behaviour in Class

Students are expected to behave in an appropriate manner to support the teaching and learning process for all. Should a student's behaviour interfere with the learning of others, or cause any person to feel that their safety is in danger; the teacher has the right and the responsibility to address the issue.

Depending on the seriousness of an issue, a teacher's actions may involve low-level gestures or verbal reminders. When necessary, the student may be given work to do in another classroom with another teacher, for the remainder of the period.

On rare occasions, the school administration may be required to provide support to classroom teachers in terms of assisting students in making positive behavioural choices, and may utilize any or a combination of the following:

- Assignment of detentions
- Home contact
- In School Suspension
- Community Conferencing
- Out of School Suspension
- Meeting with student and teacher
- Meeting with student, teacher and parent

Expectation & Procedures

Students are expected to:

- show respect toward themselves, others, and others' property, including that of the school (examples of respect include keeping hands to oneself and accepting others' differences without judgment)
- cooperate fully with everyone authorized to provide education programs and other services
- attend school regularly and punctually
- comply with the rules of the school
- account to their teachers for their conduct
- follow the dress code including no hats, and appropriate clothing choices

Students shall conduct themselves so as to comply with the following code of conduct:

Anything that disrupts learning, or causes anyone to feel unsafe, may result in suspension, and the possible expulsion from school or school district. The following infractions may result in restitution, suspension, expulsion from Highlands School and/or expulsion from Edmonton Public Schools:

- Harassment or threats of violence, including fighting or assault
- Possession of weapons (for example but not limited to a gun or a knife)
- Use of or involvement in the use of drugs, alcohol, tobacco
- Trafficking of drugs or alcohol
- Possession or use of flammable materials such as matches, lighters, fire crackers
- Theft, vandalism, destruction of property, graffiti
- Willful disobedience, opposition to authority or interference with the continuity of learning

Exclusions and Suspensions

Suspension from class

For serious or repeated disruptions to learning or actions which endanger anyone, a teacher may direct a student to the office.

Should a student be excluded twice during one school day, it may result in an In School Suspension for the remainder of the day. Further exclusions may result in an Out of School Suspension. A re-entry meeting with parents will be required.

Suspensions from School

For serious issues, or in some cases repeated offences, students may be suspended from attending Highlands School. During the period of suspension, a student is not allowed to be in the school or on the school grounds. The student may not participate in any school activities. The student's parents/guardians must meet with an administrator prior to the student returning to classes. At that meeting, the student, family and school will make plans so that the issue will not occur again. In severe cases, a student may be expelled from the school by the Superintendent of Schools.

Electronic Devices

Cell phones, cameras, video recorders, music players and other electronic devices may disrupt the learning environment. They may be damaged, or go missing.

Cell phones and other electronic devices brought to school *must be turned off* and stored in lockers or backpacks during class time. Items causing a distraction or disruption to learning (seen or heard) during class time will be confiscated and returned at the end of the day. An exception to this will be when students have an invitation from a particular teacher to bring such an item into class for learning purposes.

Students may not use electronic devices in or around Highlands School for recording sounds or images without specific permission from the school administration. This ensures safety and privacy for all.

Wheeled Items

The riding of scooters, skateboards, wheelies, roller blades or bicycles in hallways, on sidewalks, and school steps is not allowed, as they can threaten the safety of students and staff in the hallway and on school grounds. They also contribute to custodial concerns over the marks made and grit and dirt left on the floor.

Highlands School has provided a number of bicycle racks. Bicycles should be securely locked at all times, using an individual lock. Students who bring their bicycles do so at their own risk. The school cannot assume responsibility for stolen or damaged bicycles, but will make every effort to assist students in recovering their losses.

Food & Drink

Edmonton Public Schools is making a concerted effort to ensure that our students are healthy and are learning healthy ways of eating. Good nutrition contributes positively to student achievement by providing students with energy and enabling them to focus well. Students arriving with pop, slurpees, energy drinks, candy, or other junk food will be asked to dispose them. The school will provide the opportunity for students to choose some healthy snacks (fruit, etc.) in our breakfast and/or lunch programs. Students are expected to maintain the cleanliness of our school by cleaning up after themselves and using the garbage and recycling containers provided.

Lunch Policy

A supervised lunchroom is provided for all students. There is no charge for use of the lunchroom, but students are expected to eat only in the lunch area and to leave it clean and tidy. The privilege of eating in the lunchroom can be withdrawn based on inappropriate behaviour. Students may not eat in any other area.

Harassment/Bullying

Edmonton Public Schools has a policy for dealing with harassment issues related to physical abuse, sex, race, origin or religion based upon the principles of human rights. Parents are asked to monitor social media, texting, and any internet usage. Students using these sites inappropriately resulting in a disruption to the learning community at school will be dealt with by the school and the Edmonton Police Service if necessary.

Leaving the School (signing out)

During regular school hours, students are not to leave the school without confirmed permission from a parent or guardian; students must sign out from the office.

Lockers and Locks

Lockers are on loan and remain the property of the school. Students are not to share lockers, or let other students know their combinations. Lockers are assigned for the purpose of storing outdoor clothing, including footwear, and for the safekeeping of valuables, school supplies and equipment when these items are not needed in class. Lockers are to be locked with a **combination lock** only (no key locks). Administrators may require access to lockers from time to time; hence, locker numbers and combinations are filed with the student's homeroom teacher and in the office. Any images posted inside lockers must be appropriate for school viewing and graffiti in and on lockers is unacceptable.

Extra-Curricular Activities

Extra-curricular activities are those that school staff members organize outside of regular class times. Student participation is on a voluntary basis, and everyone is encouraged to participate in activities.

School clubs and teams are integral to Highlands' diverse programming. Clubs are created based on student interest and staff expertise. Teams are comprised of athletes and positive ambassadors. We have teams in soccer, volleyball, basketball, slo-pitch, and badminton. Teams are dependent on availability of coaches and players for the various sports. Student athletes will be assessed a participation fee for the use of the team uniform, tournaments, travel, officiating and other costs as required.

All students displaying a positive attitude, a commitment to learning, appropriate skills and co-operative behaviour, are eligible to participate in scheduled extracurricular student activities that occur away from the school. We expect each person representing our school to display good citizenship. Inclusion in extended activities is subject to the recommendation of staff members and is related to citizenship and the ability of each student to represent our school in a positive manner.

Dances

Dances held at Highlands School will be for Highlands' students only. Students from other schools will not be allowed to attend. Alternate activities will be offered for Highlands students who do not wish to attend dances.

Physical Disabilities / Medical Issues

It is expected that the parents or a physician provide school officials with a written statement concerning the disability of a student regardless of whether the disability is only temporary or of a more serious nature. Where exemption is sought from certain activities (e.g. physical education) a statement from a doctor is required.

If a student requires medication during the school day, parents and the student's physician must complete an official Edmonton Public Schools form. School staff will then administer the medication at the prescribed time(s) and maintain a written record of administration. The medication will be safely stored in a locked cabinet in the office.

Accidents, Illness and Injury at School

Personnel in the school office are to be notified as soon as possible regarding an accident or injury anywhere during the school day. If necessary, first aid will be administered and an attempt will be made to notify a parent, or an emergency contact.

Vandalism

Highlands's students and staff take pride in keeping our school clean and damage-free. When an incident of vandalism (including graffiti) occurs, an announcement will be made in order to seek assistance in identifying the responsible individual. When the individual is identified he/she and parents will be charged for the cost of repairs.

End of the Day

Following afternoon dismissal, students are expected to leave the school and grounds within fifteen minutes unless being directly supervised by a staff member.

Field Trips

Field Trips enrich the curricular program. Before students participate in a school-planned excursion or field trip, it is required that a "Parental Consent Form" be signed. Students not taking part in a field trip are still required to attend school that day. They will be given an alternate assignment that will be counted as if they were a part of the field trip. Students are reminded that field trips are privileges and as such are not automatically granted, but earned by good attendance and behaviour. In the event that a student is considered a risk on a field trip, an alternate activity or assignment will be provided at the school, and parents will be notified.

Telephones

We have a telephone for student use just outside the office. Students can use this telephone outside of class time. Office phones are for business use and may only be used by students to call home in case of an emergency. Parental messages for students will be taken and given to students at the end of the day. Classrooms will be interrupted for emergencies only. Students are allowed to use cell phones outside of the school building before or after school hours. Cell phone use is not permitted during class time; please refrain from texting your child during the school day.

Visitors to the School

All visitors to the school must report to the general office. Students are not to invite friends to Highlands. They should meet friends at home or at another predetermined location away from the school. For security and safety reasons, only parents, guardians or properly identified adults will be allowed access to students and student information.

Bus Transportation

Students may purchase an ETS bus pass at a subsidized rate of \$55.00 which is valid for travel at any time. Passes are non-transferable and will be sold from the main office for two days before and two days after the last school day of the month. Students are eligible for one subsidized bus pass per month only. Bus passes which are lost can be replaced in the office, at full price. Students travelling to and from school on the yellow bus will also pay the monthly fee of \$55.00 which is due at the beginning of each month. Please provide exact change in cash or a cheque. Post-dated cheques will not be accepted.

Grade 9 Celebration

Annually, grade nine students and their parents organize and run a celebration at the end of the year. The celebration will include students, family and staff, and may include an off-campus portion. Students taking part are expected to have shown good citizenship and have been active members of the grade nine class.

Highlands School has a long tradition of great students and great staff members combining to make a great school.

**Help make this the
Best Year Ever!**