



Welcome Back! The staff of Highland Park Elementary School is pleased to welcome back all of our returning students and also extend a warm welcome to those students new to our school community. A special welcome to our new kindergarten students who are beginning their journey through school starting this Thursday. The teaching, support and administrative staff at Highland Park Elementary have been working extremely hard to create a safe and welcoming environment, and we appreciate our parent's patience as the start of a new school year is very busy. We look forward to an excellent year of learning, growth, and working together in 2022-2023.

Sincerely,

Mr. Ellis
(Principal)

Mr. Ward
(Vice-Principal)



2022-2023 Bell Schedule

7:57	Warning Bell
8:03	Start
9:33 - 9:48	Recess
11:18 - 12:03	Lunch
2:00	Dismissal

* Families are encouraged to wait to pick up students until **after** the final bell at 2:08, as important information is typically announced at the end of each day.



Office Phone

Please remember that the phone in the office is for emergency calls only, not for making after school arrangements. After school arrangements are to be made the day before.



Individual Student Photos

Our photo day is on October 20th with re-takes at a date yet to be determined but likely in November.



Arrive Safe Program - Volunteers Needed!

We need a small group of parents to run this morning program. The Arrive Safe program ensures the safety of our students. If your child is not going to be at school or will be late, please call the school before 8:00 to let us know. At 8:15, an Arrive Safe parent will check attendance and phone the homes of any students unaccounted for. Please contact Mr. Ellis or Ms. Anderson if you are able to volunteer to be a Safe Arrival parent. Thank-you.



School Newsletters

Newsletters will come out once a month at the end of the month and will be sent home with the **youngest** member of the family attending our school. A calendar of events will be included with each newsletter. Please keep this handy so you are aware of what is going on at H.P.E. The school calendar and newsletter are also on our web page, www.hpe.sd83.bc.ca, if you misplace those sent home. You need to have a current email address on file at the school in order to complete annual online consent forms this September. Please complete the necessary forms before the end of September. Thank-you.



Parking Lot Safety

For the safety of our students, please do not use the bus lane in front of the school at any time. Please arrange to meet your child outside either at their classroom entrance (many classes exit via their exterior classroom doors) or one of the school entrances to ensure they get safely to your car. Check with your child's teacher to find out the best place to meet. If you are using the kiss and drive zone, please remember to **keep circling until you see your child**. This is not a parking area. Please do not park along the yellow curb or in the fenced bus compound. The best place to park to avoid congestion is across the street at the IPE grounds. Thank-you for helping us keep all of our kids safe.



School Dress Code

Students are expected to dress in an appropriate manner for school. School is our student's workplace, so please keep this in mind when selecting what they will wear for the day. Students will be asked to change or will be provided with alternate clothing if their outfit is not suitable for the school environment. Students are encouraged to have a pair of "inside shoes" to be worn around the school, especially when the weather is cold or wet. If you have any questions regarding the school's dress code, please contact Mr. Ellis at the school.

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Student Supervision

Morning supervision begins once the first bus arrives (7:30). Students who do not come to school by bus should not arrive before this time. After school supervision is at the front of the school only, until the buses leave. For safety reasons, students *should not* wait for parents at the back playground. Please meet your children at the front of the school where supervision is provided. Thank-you. Please keep in mind that the school is responsible for your children from the time they leave home for school until they return home after school. Literally, "from fence post to fence post". For this reason, it is important that all students, bussing or walking, **go directly home after school**. If they wish to return to the school to play **after checking in at home**, it is up to parents to make that decision. Once the buses have gone, there is no supervision at the school and the doors are locked. Please be vigilant about teaching your children about safety to and from school. They should always walk with a buddy or a small group. Ensure that your child knows to go directly to and from school. Thank-you.



Bussing

Students will need to be registered on the TraversaRide360 App starting this September. Instructions can be found on the Highland Park website under "Transportation". To check on your child's bus stop and time, go to www.sd83.bc.ca and click on the school bus icon. Sign in as a guest with the password guest; select your child's grade and enter their name and address. There are no courtesy riders this year, and you can review bus riding expectations on the SD83 website before your child boards the bus for the first time.



Garbage free Snacks

Please help us keep our playground litter free by sending snacks with as little packaging as possible to school with your children. Students will be encouraged to take a snack out with them at break time, and leave the garbage inside. Some suggestions are granola bars, cookies, and fruit which can be peeled before leaving the building. Please also remember to send any hot lunch items in a thermos as items cannot be heated at school.



Cultural Performances & Assemblies

The School District supports numerous Cultural Performances throughout the school year. More information will be made available at a later date.



Custody

If there are legal issues regarding your child's custody, please bring the legal documentation and photos to the school office so that we can develop any necessary safety plans.



Allergies and Medication

We have students in our school who have severe nut allergies. Please be sensitive to this when you are choosing items for your child's lunch. If your child has a severe allergy, please let the office staff and your child's teacher know immediately. An epi-pen or other medication needs to be provided for the school and a **Request for Administration of Medical/Emergency Treatment of Anaphylaxis form** needs to be filled out by your child's physician and signed by you. Both of these forms can be picked up at the office.



Bicycles and Wheels



Students need to lock their bicycles when they are at school. Bicycles and scooters are to be **walked** on the school grounds from Wood Avenue to the bicycle racks and are not to be used during the school day. Scooters can be taken directly into the school for storage during the day. As the year progresses, there will be opportunities for bicycle use on the school grounds. Students must wear a helmet if they are riding a bike or scooter. If students arrive without a helmet, their bike or scooter will be held at the school for them until they have a helmet. As a safety measure, very young students should be accompanied by an adult if they are riding their bike or scooter to school.



PAC (Parent Advisory Council)

The first meeting of the year will be on Wednesday, September 14th at 2:45pm in the Highland Park Gym. If you are interested in taking on an office on the PAC executive, or getting involved with our HPE PAC, please try to attend this meeting. Regular Monthly PAC meetings will most likely be on the second Wednesday of each month at 2:45pm. Unfortunately, babysitting cannot be provided at this time. More information will come, but if you have questions, please call the office or check out our PAC's Facebook page: **Highland Park Elementary PAC**.



School Visits

If parents/community members need to visit the school, to chat with Administration or Staff, please contact the office to schedule an appointment.

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Head Lice

Each year we ask parents to check their child's hair on a regular basis for head lice. September and January are often times when there is an increased incidence of head lice. If you are willing to be part of a head lice team at the school, please let Mrs. Anderson know at the office. Thank-you.



At Highland Park Elementary School we believe:

Respect of self, others, and property

Responsibility for actions and decisions

Right to enjoy lifelong learning



School Supplies

If you still need to purchase school supplies, supply lists can be accessed from the school office. Parents have the option of purchasing supplies through our PAC's school supply ordering initiative. Details can be found on our PAC Facebook page or a copy may be picked up at the office. Teachers will let students know when to bring their supplies once classes are settled. Please ensure that all supplies are clearly labelled. Thank-you

*Note: For the 7th - 9th, minimal supplies will be needed. Students should bring two pencils, eraser and their own sharpener. As stated above, each teacher will follow up with a supply list specific to their classroom.



PAC Community BBQ

After a 2-year hiatus due to the pandemic, we are once again happy to host a start of the year Community Barbecue for our HPE families. Our PAC has generously offered to supply food and refreshments so staff, students, and family members can gather and get to know one another better to kick off the 2022-2023 school year. The event takes place on Thursday, September 15th, from 5:00pm-7:00pm on the HPE school grounds. We'd love to see as many people as possible share in the festivities.



Important Dates

Mon. Sept. 5	Labour Day Holiday
Tues. Sept. 6	Non-Instructional Day
Wed. Sept. 7	Gr. 1-5 First Day
Thurs. Sept. 8	Kindergarten Gradual Entry
Thurs. Sept. 15	HPE Community PAC BBQ 5:00pm
Mon. Sept. 19	Professional Development Day
Wed. Sept. 21	PAC Meeting 2:45pm
Fri. Sept. 30	National Day for Truth & Reconciliation Holiday

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